

CATALOGUING RULES

AUTHOR AND TITLE ENTRIES

COMPILED BY COMMITTEES OF THE
LIBRARY ASSOCIATION
AND OF THE
AMERICAN LIBRARY ASSOCIATION

ENGLISH EDITION
(INCLUDING THE PREFACE TO THE AMERICAN EDITION)

LONDON
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CATALOGUE RULES REVISION COMMITTEES

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* The following were members of the Committee for the periods named
late Franklin Treggrose Barrett § Librarian, Public Libraries, Fulham, from 1903 to 1905
late John Philip Edmond, Librarian, The Signet Library Edinburgh, from 1904 to 1905.

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§ The following were members of the Committee for the periods named
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PREFACE

The Cataloguing Rules of the Library Association as revised at the Liverpool Meeting in 1883, were published in 1893 along with the British Museum Rules and the Bodleian Library Rules and formed No 5 of the *Library Association Series*. This number has long been out of print. A Reprint of it, entitled 'English Cataloguing Rules' was published in November 1902 by the New York State Library — Bulletin 77, Library School, 13

Prior to the Annual Meeting of the Library Association held in Birmingham in 1902 frequent requests had been made for a reissue of the Association Rules and at that meeting the question of their revision and reprinting was brought forward in papers read by Mr Jast and Mr Guppy. A Committee, having power to add to its number, was then appointed consisting of Messrs F T Barrett (Glasgow) J D Brown, W E Doubleday, H Guppy, E W Hulme, L S Jast, T W Lyster, G T Shaw, and H R Tedder. The following additional members were co-opted by the Committee at subsequent meetings, viz — Messrs G K Fortescue, F T Barrett (Fulham) L Inkster, C W Sutton, J P. Edmond and J Minto.

Immediately after its appointment the Committee met at Birmingham and appointed Mr Jast its Hon Secretary. Copies of the American Library Association Revised Rules (Advance Edition) were kindly supplied by Mr Putnam Librarian of Congress and with these and the Library Association Rules and British Museum Rules before them the members of the Committee set to work on the revision. Owing to their being widely scattered over the Kingdom, great difficulty has been experienced in getting the members together and the work has had to be carried on largely by correspondence.

At the Newcastle meeting in 1904, a printed draft of the Rules as revised to date was circulated, and a report of the work done by the Committee, detailing the principles by which they had been guided was submitted by Mr Hulme, Hon. Secretary (*See* L. A. R. vol VI p. 482).

In 1900 the American Library Association appointed a Committee to revise the A. L. A. Catalogue Rules, and when Mr Melvil Dewey learned that a similar Committee was at work here on the L. A. Rules he wrote suggesting that the Library Association and the American Library Association should unite in the production of an Anglo-American Code with a view to establishing uniformity of practice throughout the English speaking race. The Library Association Committee cordially approved of Mr Dewey's suggestion and on their recommendation it was unanimously adopted by the Library Association. Mr Jast was officially authorized in bringing this recommendation before the American Library Association at their annual meeting at St. Louis in 1904. The proposal was cordially agreed to by the American Library Association.

At the Cambridge meeting (1905), at which Miss Kroeger attended on behalf of the American Library Association Committee, and at the Bradford meeting (1906) the Committee reported progress, and at the latter meeting the Library Association empowered its Committee to proceed with and conclude such further negotiations with the American Library Association Committee as might be necessary for the issue of the joint code

At the Glasgow Annual Meeting of the Library Association in 1907, the Committee made a final revision of the draft code, Mr J C M Hanson, Chairman of the American Library Association Committee being present and taking part in the deliberations. Subsequent adjustments of points of difference have been made by correspondence, and where the two Committees have been unable to reach agreement on a particular rule, the two versions of that rule have been printed together

The Committee cannot conclude their labours without warmly thanking the members of the American Cataloguing Rules Committee, including the delegates above mentioned, for the courteous and sympathetic consideration given to the suggestions of this Committee, which alone made it possible for a joint code to be produced

HENRY R TEDDER, *Chairman of the Library Association
Cataloguing Rules Committee*

JOHN MINTO, *Honorary Secretary*

PREFACE TO THE AMERICAN EDITION

History The Condensed Rules for an Author and Title Catalog, of which a revision is here presented were prepared by a committee* of the American Library Association appointed September 5 1877 The full text of the rules was first submitted at the Buffalo conference in 1883 † was printed in full in the Proceedings of that year (*Library Journal* 8 251-254), and reprinted in Cutter's Rules for a Dictionary Catalog The importance of some uniformity in cataloging practice has therefore from the beginning been fully recognized by the Association The compilation and issue of the A. L. A. Rules has not, however, prevented considerable divergence in the practice even of libraries organized subsequent to 1883

Questions of cooperative cataloging continued to engage attention, and coming to the front at the Montreal meeting of June, 1900, finally resulted in definite action by the Association One of the first matters to be considered by the Publishing Board was the means of introducing more uniformity into the size and style of type, the size and quality of catalog cards and the rules governing entries As soon as the agreement had been consummated between the Publishing Board and the Library of Congress whereby the latter was to supply printed cards for current books beginning if possible, with January 1, 1901, the appointment of the present Catalog Rules Committee was decided upon

The work so far accomplished by this committee can be summarized briefly as follows Immediately after its appointment, about the middle of December, 1900, it was instructed to inquire into the type and style of entry in use at the Library of Congress to recommend such modifications as might seem necessary, and further, to consider the catalog rules in force—especially the points on which American libraries had hitherto failed to reach an agreement

Special efforts were to be made to secure agreement between the rules of the Library of Congress and the new A. L. A. Rules. In case of disagreement, the variations on the part of the Library of Congress

notes. In order that the issue
begin with the calendar year 21
the type and style of entry in 1
with a few slight modifications

The Committee met for the first time in March 1901 The points first to be considered were those affecting typography and form of entry, and the following recommendations were agreed upon and submitted

- a) The entire heading to be printed in 12 point heavy faced type, exceptions being made for titles explanatory phrases, etc.
- b) The author's name or the heading to be printed on a line by itself
- c) The title to be printed in 12 point

* C. A. Cutter A. R. Spofford S. S. Green J. V. Dyer L. E. Jones.

† C. A. Cutter S. H. Scudder C. B. Tillinghast committee.

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HENRY R TEDDER, *Chairman of the Library Association
Cataloguing Rules Committee*

JOHN WINTO, *Honorary Secretary*

catalogers who had examined the draft code were carefully summarized and submitted for discussion at three meetings held during 1903 and 1904. In the fall of the latter year, the material for the new revision was sufficiently advanced to warrant the hope that a first edition might go to press in the course of the winter.

International cooperation. In October, 1904 the American Library Association then assembled for its annual conference received from the Library Association (formerly the Library Association of the United Kingdom) a proposal looking to the preparation of a joint code of rules. This invitation was accepted by the Executive Board, the Catalog Rules Committee being authorized to enter into communication with the corresponding committee of the Library Association. Affair of the consul

fact that neither committee was in a position to meet more than once a year, has been the cause of some delay in securing a full agreement on the various points of difference found to exist between the draft codes issued by the two committees.

Meetings of the American committee at Narragansett Pier in June 1906, and of the British committee at Bradford two months later served to advance the general agreement sufficiently to warrant definite preparations for printing. In answer to a communication of July 17 1906 from the chairman of the American committee in which the decisions of the Narragansett meeting were given and plans for printing presented Mr. Vinto the Hon. Secretary Catalog Rules Revision Committee wrote as follows (Sept. 19th 1906)

My Committee are of opinion that the two draft codes (English and American) have reached such a stage of agreement as to warrant printing as soon as possible and we have been authorized by the Library Association to proceed with and to conclude such further negotiations with your Committee as may be necessary for the issue of a joint code.

We think that the code should be printed in two editions (English and American) but that the editions should as far as possible be identical in arrangement and wording and that where a divergence of opinion between the two Committees exists with respect to a particular rule such difference of opinion should be explained either in a note appended to the rule in question or by the printing of the two rules side by side showing which is which. I trust however, that we shall be able to arrive at practical unanimity on most points so that the cases where divergence of opinion exists may be very few indeed.

Following the receipt of the report its rules for final preparation in May 1907 two copies were submitted as exhibits accompanying the annual report of the Committee. The report embodying a recommendation that the rules be printed was referred to the Association.

- d) The imprint to be in roman type
- e) Series note to be printed at the end of the collation *
- f) For collation, notes, and contents, the largest type that the 32 size card will permit is to be used, and if the 8 point type is the largest, to use that
- g) The position of the collation and series note to be on a separate line immediately after the date and preceding other notes
- h) Notes as a rule to be placed before contents

It was decided that the *A. L. A. Rules* printed as Appendix I to *Cutter's Rules* for a Dictionary Catalog 3d edition, 1891, should be made the basis for further consideration, particularly those sections which had been included in "disputed points" submitted by the Cooperation Committee of the A. L. A. at Montreal in 1900.

The result of these deliberations was embodied in the report to the Publishing Board presented at the annual meeting of the Association at Waukesha in July, 1901. The Publishing Board, in accepting the report, gave further instructions to continue the work and to cover the whole ground of the catalog rules. It was also agreed that the Library of Congress might print the rules when they should be sufficiently advanced to warrant it.

The great distances which several of the members were obliged to travel in order to attend the meetings, as also the exacting duties of their positions, necessarily tended to delay the work of revision. The demand by libraries which had begun to order printed cards from the Library of Congress, for some statement which should embody the main points in the rules and also indicate wherein the Library of Congress differed from them in practice, was, however, increasing from day to day, and the Committee accordingly decided to issue an advance edition immediately. While answering in a measure the immediate needs of libraries which subscribed to the printed cards, it was hoped that it might also serve as a basis for the further consideration of rules on which there still existed some disagreement, and especially as a means of facilitating suggestions and criticisms on the part of librarians who took an interest in the advancement of cooperative cataloging and who were desirous of seeing a standard code of rules adopted by American libraries.

In August, 1902, the Library of Congress accordingly printed a draft code under the title "*A. L. A. Rules—Advance edition*," copies of which were distributed free to all libraries on request.

The Committee was particularly anxious to bring about uniformity between its revision of the *A. L. A. Rules*, the 4th edition of *Cutter's Rules* for a Dictionary Catalog, then about to be issued, and a new edition of the *Library School Rules*, the issue of which was also under consideration. It was felt that the establishment of practical agreement between these codes would in itself represent a notable advance towards uniformity in cataloging practice.

After the printing of the Advance edition, the Committee continued its work of revision. Criticisms and comments from several of the leading librarians and

* The term *collation* is here used to cover that part of the description which follows the imprint date: *volumes or pages illustrations plates maps etc.* and *size*.

ments with buildings and equipment on the other. The latter class also affords exceptions and variations which it may be well to note here. In the first place, institutions whose names begin with a proper name, e. g. the many universities, etc., which bear the names of founders or other individuals, would almost invariably be thought of under this name rather than that of the place where located. Secondly, entry under a general institution for one which constitutes merely a branch or department of it is in many cases much to be preferred to independent entry under the name or place of location of the subordinate institution. These considerations have caused a series of exceptions to be introduced after the general rule for institutions (cf. 83-99).

While open to the charge of inconsistency, it is the opinion of the Committee that the rules for societies and institutions, as they now stand, will serve to bring the vast majority of these bodies under the heading where they are most likely to be looked for in English and American libraries.

The Committee realizes that these attempts to provide for exceptions and alternatives, as also the occasional use of the word 'may' where a more peremptory form of statement might be preferred by many, will afford opportunities for criticism. In view of the fact that the

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'The convenience of the public is always to be set before the ease of the cataloger. In most cases they coincide. A plain rule without exceptions is not only easy for us to carry out, but easy for the public to understand and work by. But strict consistency in a rule and uniformity in its application sometimes lead to practices which clash with the public's habitual way of looking at things. When these habits are general and deeply rooted it is unwise for the cataloger to ignore them even if the

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Mr. Cutter was, until his last illness, one of the most active members of this committee. His close connection with the work of the revision at a time when the 4th edition of his own rules was in course of preparation had no doubt much to do with bringing about a close agreement between the latter and the new A. L. A. Rules.

Largely on account of this cordial cooperation of the author, it is possible in the present code to refer freely to "Cutter" whenever his rules contain a particularly full statement, or for other reasons ought to be consulted by the cataloger.

In addition to "Cutter's Rules" and the Library of Congress supplementary rules,* other codes are occasionally referred to, more especially the Eclectic

* A few of the Library of Congress supplementary rules have been adopted with but slight modifications. Others are printed as notes, this expedient being considered preferable to a reference because of the large number of libraries which are now using the Library of Congress printed cards.

Rules Committee be authorized to proceed with such further negotiations as may be necessary in order to harmonize any differences as to details still existing between the British and American committees, and to definitely formulate the rules in final form Voted further, That the printing and publication of the rules be referred to the incoming Executive Board "

On September 26th, the new Executive Board voted

"That the printing of the Catalog rules be entrusted to the Publishing Board in accordance with their letters of May 25, 1907, and September 10, 1907, and in conformity with the requirements of the Committee on catalog rules "

The Chairman of the American committee had, in the meantime, attended the annual conference of the Library Association at Glasgow, Scotland, Sept 16-19, and in a session with the Catalog Rules Revision Committee of that association an agreement was reached on all the rules with the exception of a few which deal with authors and publications that change their names or titles It was decided that wherever a divergence of opinion existed with respect to a particular rule, both the American and English editions should embody an explanation of the same, either in the form of a note appended to the rule, or by printing the two rules side by side Final preparations for printing followed these decisions

Rules The informal instructions issued to the Committee by the Chairman of the Publishing Board in 1901 called for a code of rules which should be in accord with the system governing the compilation of catalog entries at the Library of Congress As a result, the question of how far the needs of smaller libraries of a popular character should also be considered came up for immediate consideration The committee found that under the circumstances its decisions must be guided chiefly by the requirements of larger libraries of a scholarly character, that only incidentally would it be possible to outline modifications or variations of practice suitable for the smaller libraries Later it was decided that a simplified edition,* specially adapted to the needs of smaller libraries of a popular character, would prove more effective than occasional directions and variations inserted in the main code

In spite of this determination to omit suggestions intended for the guidance of popular libraries it will be found that the Committee has permitted itself to present occasional alternatives and exceptions believing that in certain cases discretion should be left to the individual library

As an illustration of an alternative or exception rule 72 may be quoted This is a general rule which calls for entry of a society under the first word of its name not an article It has seemed proper that a few exceptions should here be provided, likewise that alternatives should be outlined for the use of libraries which for definite classes of societies may prefer entry under the name of a place or country Again, when an institution is closely associated with a certain locality by its buildings, or for other reasons, and when its name is not sufficiently distinctive to be easily remembered, entry under the place has been prescribed (rule 82) There is accordingly an attempt to distinguish between societies and associations on the one hand and institutions as limited to permanent establish

* In preparation under the direction of Alice B. Kroeger and Theresa Hiltner

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While open to the charge of inconsistency it is the opinion of the Committee that the rules for societies and institutions, as they now stand, will serve to bring the vast majority of these bodies under the heading where they are most likely to be looked for in English and American libraries.

The Committee realizes that these attempts to provide for exceptions and alternatives, as also the occasional use of the word *may* where a more peremptory form of statement might be preferred by many, will afford opportunities for criticism. In view of this fact it is appropriate to repeat here a quotation from Cutter's *Rules for a Dictionary Catalog* which at the author's own suggestion was included in the introduction to the Advance edition of these rules in 1901:

The convenience of the public is always to be set before the ease of the cataloger. In most cases they coincide. A plain rule without exceptions is not only easy for us to carry out, but easy for the public to understand and work by. But strict consistency in a rule and uniformity in its application sometimes lead to practices which clash with the public's habitual way of looking at things. When these habits are general and deeply rooted it is unwise for the cataloger to ignore them, even if they demand a sacrifice of system and simplicity. That [the Committee has] always understood the public's views, estimated correctly its power of changing them, and drawn the line in the right place between a conservative regard for custom and a wish to lead the public towards a desirable simplicity and consistency is too much to assume, but [we] have at least always looked for the reasons on both sides.

Mr. Cutter was, until his last illness, one of the most active members of this committee. His close connection with the work of the revision at a time when the 4th edition of his own rules was in course of preparation had no doubt much to do with bringing about a close agreement between the latter and the new A. L. A. Rules.

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Card Catalog Rules of Linderfelt and the Rules of the Prussian university and government libraries, both of which are largely based on Dziatzko's "Instruction" of 1886

It is only natural that the Committee should have watched with great interest the efforts made in Germany towards a coordination of cataloging practice in Prussian university and government libraries. It was felt that the Prussian "Gesamtkatalog" might, in course of time, lead to cooperative efforts which would have an important bearing on similar undertakings outside of Germany.

The "Instruktionen für die alphabetischen Kataloge der Preussischen Bibliotheken und für den Preussischen Gesamtkatalog" published in 1899, with its "Erläuterungen, Nachträge, Beispielzusätze," of 1905, has therefore been freely consulted. While there is little likelihood of agreement on the two fundamental points of difference between German and Anglo American rules, viz entry of anonymous books and corporate entry, and while the Committee has not had any correspondence or direct relations with representatives of the German movement, we have felt that it was our duty, nevertheless, in this new revision of the A. L. A. Rules, to take due cognizance of the instructions promulgated by the Ministry of Public Worship of Prussia with reference to the "Gesamtkatalog," and in formulating our own decisions to bear in mind the possibility of future international agreement and cooperation.

Scope of the Rules. Author and title entries only are considered. No directions will therefore be found for added entries or references under subject or form headings.*

Examples †. The examples and illustrations in the first edition are in some instances the result of a hurried selection. It is hoped that librarians will advise the Committee in regard to examples which may be incorporated in a subsequent edition. It is felt that this important feature of the code, as well as the elaboration or modification of the rules themselves, should be made a subject for cooperative effort.

Abbreviations, Capitals. No abbreviations which should require any explanation have been used in the body of the rules. In Appendix 1 an attempt has been made to supply a list of the abbreviations which are most likely to be needed in the ordinary library catalog. General directions for their use are added.

In view of the considerable diversity found to exist in methods of capitalization, not only in different countries, but among different writers of the same country, the Committee has felt that for the present only general directions should be given, each library to decide for itself how far these directions are to be followed.

There has been added, however, for the use of those who may desire more

* A new edition of the List of Subject Headings now in preparation will to some extent deal with these questions.

† The examples included are of three kinds: 1) author and title examples, imprint and collation as a rule being omitted; 2) examples consisting of headings only; 3) sample cards (Appendix 3). In printing hanging indentation has been used to differentiate title entries such as periodicals, directories, year books, etc., from entries with author headings and anonymous title entries.

explicit instructions, a revision of the Library of Congress capitalization rules contained in the A. L. A. Rules, Advance edition of 1907, p. 16-17, which aim to give some idea of the practice followed by the Library of Congress on its printed cards. It should be emphasized that they are intended *primarily for the card catalog*.

Acknowledgments. First of all, we wish to express our most cordial appreciation of the kindly and generous way in which the British committee has invariably met our suggestions. The spirit in which it has received our proposals is in a large measure responsible for the success which has attended the negotiations.

Furthermore, the Committee would acknowledge its indebtedness to the Prussian "Instruktionen" for many valuable suggestions, particularly in the sections which deal with personal authors.

We desire also to express our thanks to a large number of associates in the A. L. A. who have at various times, by kindly criticism and suggestions, assisted in the advancement of the revision. The following have been particularly active: C. W. Andrews and A. G. S. Josephson, John Crier Library, Adelaide; R. Hasse, Public Library, New York; G. M. Jones, Public Library, Salem, Mass.; W. C. Lane, Harvard University Library; Margaret Mann, Carnegie Library, Pittsburgh, Pa.; Charles Martel, Steingrimur Stefánsson, and W. F. Koenig Library of Congress; Dr. B. C. Steiner, Enoch Pratt Free Library; M. L. Sutcliffe, California State Library; Dr. G. E. Wire, Worcester Co. Law Library, Worcester, Mass.

In addition to the loss of Mr. Cutter, referred to above, the Committee in 1905 suffered through the resignation on account of illness, of one of its most valued members Mrs. S. C. Fasschild, who had served on the Committee since its organization in 1901. Her associates are anxious to testify to the valuable assistance rendered by her at all times and regret that she was unable to share in their concluding labors.

In the preparation of rules for Oriental writers, the Committee has had the assistance of Dr. Gottheil of Columbia University; Dr. Hyernat, of the Catholic University of America; Professors Lanman and Toy, of Harvard University, and Dr. Littmann now of the University of Strassburg.

To the assistants in the Catalog Division, Library of Congress, who have assisted the Chairman in his work of editing the Rules, much credit is due. In proofreading, preparation of copy, and selection of examples, they have rendered valuable assistance. That it was possible to submit to the Annual Conference of 1907 printed proofs of the Rules as revised to date, was due largely to their cooperation and to that of the foreman of the Branch Printing Office at the Library, Mr. W. H. Fisher, and the head of the Proofreading section of the Catalog Division, Miss E. A. Runner.

The Chairman is particularly indebted to Miss Mary M. Melcher and Miss Julia Gregory, also of the Catalog Division, for assistance in reading the proofs of the final edition, and for the preparation of the index.

Card Catalog Rules of Landerfelt and the Rules of the Prussian university and government libraries, both of which are largely based on Dziatzko's "Instruction" of 1886

It is only natural that the Committee should have watched with great interest the efforts made in Germany towards a coördination of cataloging practice in Prussian university and government libraries. It was felt that the Prussian "Gesamtkatalog" might, in course of time, lead to cooperative efforts which would have an important bearing on similar undertakings outside of Germany.

The "Instruktionen für die alphabetischen Kataloge der Preussischen Bibliotheken und für den Preussischen Gesamtkatalog" published in 1899, with its "Erläuterungen, Nachträge, Beispielzusätze," of 1905, has therefore been freely consulted. While there is little likelihood of agreement on the two fundamental points of difference between German and Anglo American rules, viz entry of anonymous books and corporate entry, and while the Committee has not had any correspondence or direct relations with representatives of the German movement, we have felt that it was our duty, nevertheless, in this new revision of the A. L. A. Rules, to take due cognizance of the instructions promulgated by the Ministry of Public Worship of Prussia with reference to the "Gesamtkatalog," and in formulating our own decisions to bear in mind the possibility of future international agreement and cooperation.

Scope of the Rules. Author and title entries only are considered. No directions will therefore be found for added entries or references under subject or form headings.*

Examples.† The examples and illustrations in the first edition are in some instances the result of a hurried selection. It is hoped that librarians will advise the Committee in regard to examples which may be incorporated in a subsequent edition. It is felt that this important feature of the code, as well as the elaboration or modification of the rules themselves, should be made a subject for cooperative effort.

Abbreviations, Capitals. No abbreviations which should require any explanation have been used in the body of the rules. In Appendix 1 an attempt has been made to supply a list of the abbreviations which are most likely to be needed in the ordinary library catalog. General directions for their use are added.

In view of the considerable diversity found to exist in methods of capitalization, not only in different countries, but among different writers of the same country, the Committee has felt that for the present only general directions should be given, each library to decide for itself how far these directions are to be followed.

There has been added however for the use of those who may desire more

* A new edition of the List of Subject Headings now in preparation will to some extent deal with these questions.

† The examples included are of three kinds. 1) author and title examples imprint and collation as a rule being omitted. 2) examples consisting of headings only. 3) sample cards (Appendix 3). In printing hanging indentation has been used to differentiate title entries such as periodicals, directories, year books, etc., from entries with author headings and anonymous title entries.

explicit instructions a revision of the Library of Congress capitalization rules contained in the A. L. A. Rules, Advance edition of 1902, p. 16-17, which aim to give some idea of the practice followed by the Library of Congress on its printed cards. It should be emphasized that they are intended *primarily for the card catalog*.

Acknowledgments. First of all we wish to express our most cordial appreciation of the kindly and generous way in which the British committee has invariably met our suggestions. The spirit in which it has received our proposals is in a large measure responsible for the success which has attended the negotiations.

Furthermore the Committee would acknowledge its indebtedness to the Prussian *Instruktionen* for many valuable suggestions particularly in the sections which deal with personal authors.

We desire also to express our thanks to a large number of associates in the A. L. A. who have at various times by kindly criticism and suggestions assisted in the advancement of the revision. The following have been particularly active: C. W. Andrews and A. G. S. Josephson, John Cressar Library, Adelaide; R. Hasse, Public Library, New York; G. M. Jones, Public Library, Salem, Mass.; W. C. Lane, Harvard University Library; Margaret Mann, Carnegie Library, Pittsburgh, Pa.; Charles Martel, Steingrímur Stefánsson, and W. F. Koenig, Library of Congress; Dr. B. C. Steiner, Enoch Pratt Free Library; M. L. Suthiff, California State Library; Dr. G. E. Wire, Worcester Co. Law Library, Worcester, Mass.

In addition to the loss of Mr. Cutter referred to above the Committee in 1903 suffered through the resignation on account of illness of one of its most valued members, Mrs. S. C. Fairchild, who had served on the Committee since its organization in 1901. Her associates are anxious to testify to the valuable assistance rendered by her at all times and regret that she was unable to share in their concluding labors.

In the preparation of rules for Oriental writers the Committee has had the assistance of Dr. Gottheil of Columbia University, Dr. Hyernat of the Catholic University of America, Professors Lanman and Toj of Harvard University, and Dr. Littmann, now of the University of Strassburg.

To the assistants in the Catalog Division, Library of Congress, who have

it was possible to submit to the Annual Conference of 1907 printed proofs of the Rules as revised to date was due largely to their cooperation and to that of the foreman of the Branch Printing Office at the Library, Mr. W. H. Fisher, and the head of the Proofreading section of the Catalog Division, Miss E. A. Runner.

The Chairman is particularly indebted to Miss Mary M. Melcher and Miss Julia Gregory, also of the Catalog Division, for assistance in reading the proofs of the final edition and for the preparation of the index.

DEFINITIONS OF TERMS AS USED IN THE RULES*

Added entry A secondary entry *i.e.* any other than the main entry (*c/* Main entry) There may be added entries for editor, translator, title, subjects, etc.

Where printed cards are used an added entry is a duplicate of the main entry, with the addition of a special heading In a written card catalogue added entries are generally given in an abbreviated form, the title being abridged and the imprint and collation omitted wholly or in part.

Alternative title A subtitle introduced by 'or' or its equivalent, *e.g.* Hypana or New foes with an old face

Analytical entry The entry of some part of a book or of some article contained in a collection (volume of essays serial etc.) including a reference to the publication which contains the article or work entered (For form of entry see p. 79-80 Sample cards)

Anonymous A book is considered anonymous if the author's name does not appear in the book itself

Author 1 The writer of a book as distinguished from translator, editor, etc.
2 In a broader sense the maker of the book or the person or body immediately responsible for its existence Thus a person who collects and puts together the writings of several authors (compiler or editor) may be said to be the author of a collection. Corporate bodies may be considered the authors of publications issued in their name or by their authority

Author entry An entry of a work in a catalogue under its author's name as heading whether this be a main or an added heading The author heading may consist of a personal or a corporate name or some substitute for it, *e.g.* initials, pseudonym, etc

Bastard title See Half title

Binder's title The title lettered on the back of a book by the binder as distinguished from the title on the publisher's original binding or cover (*c/* Cover title)

Caption The heading at the beginning of the text or of a chapter section, etc

Caption title The title taken from the caption

Catalogue (of books) A list of books usually arranged according to some definite plan As distinguished from a bibliography it is a list of books in some library or collection (For definitions of various kinds of book catalogues see Cutter's Rules)

Collation That part of the description which specifies the volumes, pages, illustrations plates maps, etc constituting the book.

Collection A number of works or parts of works, considered as constituting a whole *e.g.* a collection of monographs a collection of essays, etc

Colophon. A statement at the end of a book giving the title, writer's, and printer's or publisher's name and date and place of printing. Frequently one or more of these items is omitted again there may be in addition the printer's or publisher's device

* The definitions here given occasionally differ somewhat from those found for the same terms in dictionaries and similar reference books.

DEFINITIONS OF TERMS AS USED IN THE RULES*

Added entry. A secondary entry, *e.g.* any other than the main entry (c/ Main entry) There may be added entries for editor, translator, title, subjects, etc

Where printed cards are used an added entry is a duplicate of the main entry, with the addition of a special heading In a written card catalogue added entries are generally given in an abbreviated form, the title being abridged and the imprint and collation omitted wholly or in part

Alternative title. A subtitle introduced by "or" or its equivalent; *e.g.* Hypatia, or New foes with an old face

Analytical entry. The entry of some part of a book or of some article contained in a collection (volume of essays, serial, etc.) including a reference to the publication which contains the article or work entered (For form of entry see p. 79-80, Sample cards)

Anonymous. A book is considered anonymous if the author's name does not appear in the book itself

Author 1 The writer of a book
2 In a responsible writings or collection in their name or by joint authority

Author entry. An entry of a work in a catalogue under its author's name as heading whether this be a main or an added heading The author heading may consist of a personal or a corporate name or some substitute for it *e.g.* initials, pseudonym, etc

Bastard title. See Half title

Binder's title. The title lettered on the back of a book by the binder, as distinguished from the title on the publisher's original binding or cover (c/ Cover-title)

Caption. The heading at the beginning of the text or of a chapter, section, etc.

Caption title. The title taken from the caption

Catalogue (of books). A list of books, usually arranged according to some definite plan As distinguished from a bibliography, it is a list of books in some library or collection (For definitions of various kinds of book catalogues see Cutter's Rules)

Collation. That part of the description which specifies the volumes, pages, illustrations plates maps etc constituting the book.

Collection. A number of works or parts of works, considered as constituting a whole, *e.g.* a collection of monographs a collection of essays, etc

Colophon. A statement at the end of a book giving the title, writer's, and printer's or publisher's name and date and place of printing Frequently one or more of these items is omitted, again there may be in addition the printer's or publisher's device

* The definitions here given occasionally differ somewhat from those found for the same terms in dictionaries and similar reference books.

Compiler. One who produces a work by collecting and putting together written or printed matter from various sources

Compound name. A name formed from two or more proper names, often connected by a hyphen, a conjunction, or a preposition

Continuation. 1 A work published as a supplement to one previously issued
2 A part issued in continuance of a serial or a book

Corporate entry. Entry under the names of bodies or organizations for works published in their name or by their authority

Cover-title. The title printed on the original covers of a book or lettered on the publisher's binding, as distinguished from the title lettered on the back of a particular copy of the book by the binder (*c/* Binder's title)

Date. 1 Imprint date The year of publication as specified on the title page
2 Copyright date The date of copyright as given in the book, as a rule on the back of the title page
3 Preface date The date given at the beginning or end of the preface
4 Colophon date The date given in the colophon

Dissertation, Academic. An essay or treatise presented by a candidate in partial fulfillment of the requirements for a degree (*c/* Program dissertations)

Edition. The whole number of copies printed from the same set of types and issued at the same time

Editor. One who prepares for publication a work or collection of works not his own The editorial labor may be limited to the preparation of the matter for the printer or it may include supervision of the printing revision (restitution) or elucidation of the text and the addition of introductions notes and other critical matter

Entry. The record of a book in a catalogue or list *See also* Main entry, Added entry, Title entry, Analytical entry, Series entry

Entry word. The word by which the entry is arranged in the catalogue The first word of the heading (*c/* Heading)

Folio. 1 Size according to the American Library Association scale a book above 30 cm in height

2

3

unnu

Frontispiece. A plate or other illustration facing (or preceding) the title page Sometimes used to designate an engraved title page

Half-title. A brief title, usually without author's name or imprint printed on a leaf preceding the main title page, called also bastard title

Head-line. The line at the top of the page giving the title of the book or the subject of the chapter or of the page (*c/* Running title, Caption)

Heading. The word (or words) by which the alphabetic place of an entry in the catalogue is determined generally the name of the author, the subject, or the first word, not an article, of the title (*c/* Entry word)

Illustrations Pictorial and other representations (plates photographs portraits, maps, plans, facsimiles tables diagrams) placed in a book or other publication usually to elucidate the text.

In a narrow sense the term stands for illustrations in the text. See also Plate

Imprint The place publisher's name and date ordinarily printed at the foot of the title page

Joint author : A person who writes a book in collaboration with one or more associates, the portion written by each not usually being specified

Main entry The full or principal entry as a rule the author entry (c/ Added entry)

In a card catalogue the main entry card contains (generally on the back) a record of all the other entries made for the work in question.

Periodical. A publication intended to appear in successive numbers or parts at more or less regular intervals and as a rule for an indefinite time. Each part properly contains matter on a variety of topics generally by several contributors.

Newspapers and the *Memoirs*, *Proceedings*, *Journals*, etc. of societies are not considered regular periodicals under the rules.

Plate A full page illustration usually printed on special (heavy) paper one side of the leaf being blank. Plates are not as a rule included in the paging.

Plates are occasionally found with a legend or brief description printed on the verso or with engravings on both sides.

Printer The person who prints a book, as distinguished from the publisher and bookseller who issue and sell it.

The same person or firm may however be printer publisher and bookseller or printer and publisher or publisher and bookseller

Privately printed Books are said to be privately printed when they are issued from a private press or for private distribution only and are not (ordinarily) in the trade.

Program dissertations
announcements of memorial
schools especially those of
countries

Pseudonym An assumed name under which a person writes

Publisher See **Printer**

Reference A direction from one heading to another e g Alighieri Dante,
see Dante Alighieri.

Reprint. 1 A reproduction of an earlier edition of a work without alteration. A new title-page may be added or substituted or the original title-page may be used with or without the addition or substitution of the date of the reprint. Reproductions in facsimile whether printed from type or otherwise are called facsimile reprints.

3 A "separate" is an article from a serial publication or a collection separately issued whether printed from the forms or plates of the original or from type actually reset.

Running title. The title repeated at the top of each page of the book or of a section

Separate. See Reprint, 2

Serial. A publication issued in successive parts usually at regular intervals, and as a rule intended to be continued indefinitely. Serials include periodicals, annuals (reports, year books, etc.) and memoirs, proceedings, and transactions of societies

Serial number. The number denoting the place of the publication in a series, as Third annual report

Series 1 A number of volumes usually related to one another in subject or otherwise, issued successively by a publisher, as a rule in uniform style, with a collective title which generally appears at the head of the title page, on the half title, or on the cover

2 Each of two or more volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence, e g Lowell's *Among my books*, second series

3 Several successive volumes of a periodical or other serial publication numbered separately in order to distinguish them from preceding or following volumes of the same publication, e g *Notes and queries*, 1st series, 2d series, etc

Series entry. A brief entry of the several works in the library which belong to a series under the name of that series as heading

Series note A note stating the name of a series to which a book belongs. The series note ordinarily follows the collation

Sobriquet A fanciful or humorous appellation, a nickname

Subtitle A secondary or subordinate title, usually explanatory

Thesis See Dissertation, Academic

Title 1 In the broad sense the distinguishing name of any written production as given on the title page including the name of the author editor translator the edition etc, but excluding the imprint

2 In the narrow sense the title does not include the name of the author editor, etc

See also Alternative title, Binder's title, Caption title, Cover title, Half title, Running title, Subtitle

Title entry The record of a book in the catalogue under some word of the title generally the first word not an article. A title entry may be a main entry or an added entry

Title-page The page at the beginning of a book on which is printed the title and imprint (c/ Half title)

Transliteration A representation of the characters of one alphabet by those of another

Volume. 1 A book distinguished from other books or from other parts of the same work by having its own title-page and usually independent paging

2 Whatever is contained in one binding

ENTRY AND HEADING

a) PERSONAL AUTHORS—UNDER WHOM AS AUTHOR

1 Author entry. Enter a work under the name of its author whether individual or corporate (*cf* Definitions Author)

Lecky William Edward Hartpole The American revolution, 1763-1783 being the chapters and passages relating to America from the author's History of England in the eighteenth century by William Edward Hartpole Lecky
Arranged and edited, with historical and bibliographical notes, by James Albert Woodburn

Added entry Woodburn, James Albert, ed.

Linnæan society of New York. Abstract of the proceedings of the Linnæan society of New York.

2 Joint author entry Enter a work written jointly by two authors (including correspondence) under the name of the one first mentioned on the title page, followed by the name of the second in the form, *Besant, Sir Walter, and Rice, James* * When there are more than two authors use the form *Doe, John, and others*, give the names of the others in the title if there are no more than three or if more than three, in a note or in the contents. Make added entries or references for the second and following authors (*Cutter* 3 4 218)

Stevenson, Robert Louis and Osbourne Lloyd. The ebb-tide a trio and quartette by Robert Louis Stevenson and Lloyd Osbourne.

Added entry Osbourne Lloyd, joint author

*ca. theoretical and descriptive by
and Charles E. Timmerman
joint author : Timmerman,*

3 Dissertations Enter dissertations published before 1800 under the *praeses* as *praeses*. Make an added entry under the respondent when he is known to be the author. The word *praeses* or *respondent* is to be added in the heading. Treat in the same way the later dissertations of certain universities at which the old custom continued after 1800 (*e g* the Swedish and Finnish, and of the German particularly Tübingen)

Mosheim, Johann Lorenz 1694?-1755 *praeses* *Historia Michaelis Serveti* 1728

Diss. — Helmstedt (Heinrich von Allwoerden, respondent and author)

Added entry Allwoerden, Heinrich von, b 1703 respondent.

Schuebler Gustav 1787-1834 *praeses* Untersuchungen über die temperaturveränderungen der vegetabilen und verschiedene damit in beziehung stehende gegenstände 1829

Diss. — Tübingen (W. Neuffer respondent)

Enter dissertations published after 1800 under the author excepting those of universities in which the old custom was kept up after 1800 (*e g* the Swedish and Finnish, and of the German particularly Tübingen)

* On the Library of Congress printed cards the name of the first author only is given in the heading

Running title The title repeated at the top of each page of the book or of a section

Separate. *See* Reprint, 2

Serial. A publication issued in successive parts usually at regular intervals, and as a rule intended to be continued indefinitely. Serials include periodicals, annuals (reports, year books, etc.) and memoirs, proceedings, and transactions of societies

Serial number. The number denoting the place of the publication in a series, as Third annual report

Series. 1 A number of volumes usually related to one another in subject or otherwise, issued successively by a publisher, as a rule in uniform style, with a collective title which generally appears at the head of the title page, on the half-title, or on the cover

2 Each of two or more volumes of essays, lectures, articles, or other writings, similar in character and issued in sequence, e. g. Lowell's *Among my books*, second series

3 Several successive volumes of a periodical or other serial publication numbered separately in order to distinguish them from preceding or following volumes of the same publication, e. g. *Notes and queries*, 1st series, 2d series, etc.

Series entry. A brief entry of the several works in the library which belong to a series under the name of that series as heading

Series note A note stating the name of a series to which a book belongs. The series note ordinarily follows the collation

Sobriquet A fanciful or humorous appellation, a nickname

Subtitle A secondary or subordinate title usually explanatory

Thesis *See* Dissertation Academic

Title 1 In the broad sense the distinguishing name of any written production as given on the title page including the name of the author, editor, translator, the edition, etc., but excluding the imprint

2 In the narrow sense the title does not include the name of the author, editor, etc.

See also Alternative title, Binder's title, Caption title, Cover title, Half title, Running title, Subtitle

Title entry The record of a book in the catalogue under some word of the title generally the first word not an article. A title entry may be a main entry or an added entry

Title-page The page at the beginning of a book on which is printed the title and imprint (c/ Half title)

Transliteration. A representation of the characters of one alphabet by those of another

Volume 1 A book distinguished from other books or from other parts of the same work by having its own title page and usually independent paging

2 Whatever is contained in one binding

c) German dissertations.

Lange Albert Theodor, b 1816 De motu respiratorio . Berolin, typis
 Nietackianus 1843,
 Inaug. diss. — Berlin.
 Vita.

Added entry Homburg Rudolf 1863— ed

d) Dutch dissertations.

Westrate Hendrik Abraham. Gelderland in den patriotertyd . . Arn
 hem, P. Gouda Quint, 1903
 Proefschrift — Utrecht.

e) Swedish dissertations.

Sandegren, Magnus : c Sven Axel Magnus, 1869— Till historien om stats-
 hvalfängen i Sverige 1809 Göteborg Göteborgs handelsundervisnings aktiebolags
 tryckeri 1890.
 Akademisk afhandling — Upsala.

f) Treat like ordinary books the dissertations of other countries (Norwegian, Danish, etc.) the title-pages of which do not contain a generally uniform statement of thesis or degree. Whenever this statement appears on the title-page and the connection permits its separation from the title, it is to be given in a note, in consist preferably of the word *thesis* followed by the name of the university, e g

Thesis — Copenhagen.

For form of imprint see p 48 (Library of Congress supplementary rule 12, §10)

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 35

1. Enter under author of the dissertation. Give title, place and date, and paging of the dissertation, disregarding the title of the program proper and omitting the publisher or printer. State in a note the occasion of the publication (for forms see examples below). Separate issues of the dissertation without the program are to be so designated (example 7).

2. Anonymous dissertations without title (e g those issued with the *Indices lectionum*) are to be entered under made up titles.

3. If a program is accompanied by two or more dissertations, enter each independently, with the note *Programm — etc.*, as provided for under 1. No reference in the other dissertations need be made.

4. Make added entry (examples 1-2, 5-6) or form entry (examples 3-4) for the institution.

When the programs are classified as such, and an entry made for the series under the name of the institution, the added entry is of course omitted (example 8).

1. Vahlen Johannes, 1830— De attractione pronominum, Berolin 1873
 Programm — Univ. Berlin (Index lect. Ser. aest.)
 Added entry Berlin. Universitat. Index lectionum 1873.

2. Schneider Carl Ernst Christoph 1786-1856 De utilitate et praestantia lit-
 terarum graecarum et latinarum, Vratislaviae 1828.
 Programm — Univ. Breslau (Index lect. Sem. hib.)
 Added entry Breslau. Universitat. Index lectionum 1828-29.

3. Rydberg Johannes Robert, 1834— Frukens utveckling till allmän tillväxts-
 kra Lund 1903
 Programm — Univ. Lund (with list of doctors' degrees)
 Added entry Lund. Universitet — Doctors' degrees, 1903

4. Nitsch Christian Ludwig 1782-1837 Pieriographiae avium pars prior
 Halle 1833
 Programm — Univ. Halle (with award of prizes)
 Added entry Halle. Universitat — Prizes, 1833

If two respondents are named without a praeses, and without designating the author, enter under the first and make added entry under the second
(Cutter, 6 Eclectic, 169-174 Wheatley's How to catalogue a library, p 105-121)

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 13

The title pages of dissertations generally embody a more or less uniform statement in regard to the faculty or institution before which the thesis is presented, and of the degree for which its author is a candidate. It is unnecessary to repeat this statement in full in every title. The essential parts can best be given in a note. If the author has added a sketch of his life, this is also to be mentioned in a note. (See examples)

The title is to be given in the briefest form, omitting author's name, etc. If the dissertation is a text edited by a candidate for a degree and is entered under the author or title of that text, the name of the editor (author of the dissertation) is not to be omitted.

Examples illustrating form of entry and of the note of thesis, dissertation, etc.

1 Earlier dissertations

Schurtzfleisch Conrad Samuel 1641-1708 praeses Lemmata antiquitatum francicarum Lipsiae apud N Scipionem 1693
Diss. — Wittenberg (P C Scheibler, respondent)
Philosophia Theologiae 743 praeses De rerum vixnarum maritum vionibus earum causa attendendis Er
" " " " respondent and author)*
Added entry Hoyer, Georg Leopold, respondent

2 Modern dissertations

a) American dissertations

Stockard Sallie Walker The history of Alamance Raleigh N C, Capital printing company, 1900
Thesis (M A.) — University of North Carolina.
Philoxenus bp of Hierapolis Three letters of Philoxenus, bishop of Mabogh (485-510) ed from Syriac manuscripts by Arthur Adolphe Vaschalde Roma Tip della R Accademia dei Lincei 1902
Thesis (Ph D) — Catholic university of America Washington D C
Biography
Added entry Vaschalde Arthur Adolphe 1871- ed


b) French and Belgian dissertations

Mascart Jean Marcel 1872 Contribution à l'étude des planètes télescopiques Paris Gauthier Villars et fils 1897
Thèse — Univ de Paris.
Haure Marcel s Jean Marie Théodore Marcel 1859- Recherches sur les points de Weierstrass d'une courbe plane algébrique Paris Gauthier Villars et fils 1896
Thèse — Faculté des sciences de Paris
Fontaine Théodore 1858- De la sensation et de la pensée Louvain C Peeters 1858
Thèse — Univ de Louvain

Note If there are two universities in a city, they are to be distinguished by their respective names (e g Thèse — Univ de Paris Thèse — Institut catholique Paris) For French theses from 1808 to July 10 1896 note should read Thèse — Faculté de droit de Paris Thèse — Faculté des lettres de Nancy etc Consult *Ménerva* and *Catalogue des thèses*

*His designation authorship in the stricted in doubtful cases listén Centralblatt f akademischen grade

6 Cartographers (Map makers) Enter maps under the cartographer If the name of the cartographer is not found, enter under the publisher (Cutter, 9, 368 Eclectic, 100 British museum Rules, 1900, Catalogue of maps)

Gregory  E. C. McMillan's map of New Brunswick. Drawn by C. C. Gregory Scale of statute miles $\frac{1}{8}$ to the inch,

Johnston W and A. K. pub Johnston's commercial and library chart of the world on Mercator's projection

7 Architects Enter designs and plans of buildings under the architect (Cutter, 9 Eclectic, 100)

Holman, Emily Elizabeth Picturesque summer cottages, containing 33 new and original designs for summer cottages, including also some summer hotels, country clubs and road houses, ranging in price from \$150 to \$5,000. Designed and pub. by E. E. Holman architect

8 Music Enter a musical work under the composer, with added entry under editor or arranger and also under the author of the words in case of operas, oratorios, cantatas, etc. (Cutter, 11, 367 Eclectic, 102-104 British museum Rules, 1900 Catalogue of music)

Albert, Eugen d. Der improvisator Oper in drei aufzügen. Dichtung von Gustav Kastropp musik von Eugen d. Albert
Added entry Kastropp Gustav librettist

Enter *variations* under the composer of the variations, with added entry under the composer of the original theme or themes.

Heller Stephen. Variations sur un thème de Beethoven (Andante de la Sonate Op 37) pour piano par Stephen Heller Op. 133
Added entry Beethoven, Ludwig van

9 Librettos Enter a libretto under the librettist if known otherwise under the title In either case make added entry under the composer

Barbier Jules Faust, a lyric drama in five acts book by J Barbier and M Carré, music by Charles Gounod.
On cover Libretto English and French text.
Added entries 1 Carré Michel, joint author 2 Gounod Charles François. Faust

10 Thematic catalogues * Enter thematic catalogues under the composer, with added entry for the editor or compiler

Mozart Johann Chrysostom Wolfgang Amadeus Chronologisch-thematisches verzeichniss sämtlicher sonwerke Wolfgang Amade Mozarts Von dr Ludwig ritter von Köchel
Added entry Köchel Ludwig Alois Friedrich ritter von.

11 Heraldic visitations † Enter heraldic visitations under the name of the herald or king-of-arms who makes the visitation, with added entries —

1 For other heralds assisting in or continuing the visitation

2 For the editor

3 For the college or king-of arms

Bysshe Sir Edward A visitation of the county of Essex. Begun A. D. MDCCLXIII, finished A. D. MDCCLXVIII by Sir Edward Bysshe knt., Clarenceux king of arms Ed by J J Howard
Added entries 1 Howard Joseph Jackson ed 2 England College of arms

* Library of Congress supplementary rule 14

† Library of Congress supplementary rule 9

15 **Indexes** Enter an index with the work to which it belongs. Make added entry under the compiler

The New York genealogical and biographical record. Devoted to the interests of American genealogy and biography. — v 1- , Jan. 1870-

— Subject index. Volumes 1-XXII. Comp. by Theodore M. Banta.
Added entry Banta, Theodore Melvin, comp

Klein, Julius Leopold. Geschichte des drama's, von J. L. Klein.

— Register-band zur Geschichte des drama's von J. L. Klein. Bd. 1-XXII.
Beinh. von Theodor Ebner
Added entry Ebner, Theodor comp

An index to the various publications of a society or an institution is to be entered under the name of the body, with added entry under the compiler

Archaeological institute of America. — Index to publications. 1877-1889

By William Stetson Merrill

Added entry Merrill, William Stetson, comp

A general index is, as a rule, to be entered under its compiler, but many indexes to periodical and miscellaneous literature, especially such as are published periodically, are better known under their titles, and should be so entered

Griswold, William McCrillis. — An index to articles relating to history, biography, literature, society and travel contained in collections of essays (etc.) By W. M. Griswold. —

Poole's index to periodical literature by William Frederick Poole. — with the assistance as associate editor of William I. Fletcher and the cooperation of the American library association and the Library association of the United Kingdom
Rev. ed. v 1. 1902 1881

The later volumes are designated "first supplement," "second supplement," etc.

Added entries 1 Poole William Frederick. 2 Fletcher William Isaac.

The Annual library index, 1905- Including periodicals, American and English essays, book-chapters, etc. bibliographies, necrology and index to dates of principal events. Ed. with the cooperation of members of the American library association by W. I. Fletcher and H. E. Hawes.

Added entries 1 Fletcher William Isaac. 2 Hawes, Helen Elizabeth.

A. L. A. portrait index. Index to portraits contained in printed books and periodicals, comp. with the cooperation of many librarians and others for the Publishing board of the American library association. Ed. by William Coolidge Lane and Nina E. Browne

Added entries 1 Lane William Coolidge 2 Browne Nina Eliza.

16 **Concordances** Enter a concordance under the author concordanced with added entry under the compiler

Shakespeare William. New and complete concordance or verbal index to words, phrases, and passages in the dramatic works of Shakespeare with a supplementary concordance to the Poems by John Bartlett

Added entry Bartlett, John.

AMERICAN LIBRARY ASSOCIATION. RULE Enter a concordance under its compiler with added entry under the author concordanced. (Cutter, 20 Eclectic, 134 133)

17 **Epitomes** Enter an epitome under the original author, with added entry under the epitomizer. (Cutter, 17 Eclectic, 141)

Malory Sir Thomas. The bow's King Arthur being Sir Thomas Malory's history of King Arthur and his knights of the Round table ed. for boys with an introduction by Sidney Lanier

Added entry Lanier Sidney ed

12 Bulls. Enter papal bulls as follows

1 A general collection, under the heading *Roman Catholic church*, with sub-heading *Pope*. Make added entry under the collector or compiler and also under the title by which the collection is known

Roman Catholic church Pope Bullarium romanum novissimum .. tertio nunc editum a D A M Cherubino

Added entry *Cherubinus Laertius*

2 A collection of bulls limited to a single pontificate, or a single bull, under the same heading as a general collection, with the addition of the inclusive dates of the pontificate and the name of the pope. Make a reference from the name of the pope, e g *Alexander VI, pope, 1431-1503, see also Roman Catholic church Pope 1492 1503 (Alexander VI)*

In the case of a single bull, the addition of the first word or words to the heading is recommended, especially in dealing with a large number of titles

Roman Catholic church Pope, 1492-1503 (Alexander VI)

Roman Catholic church Pope, 1700-1721 (Clemens XI) Unigenitus

13 Commentaries. When the text of a work is given with a commentary, the work is to be catalogued under the name of the author of the text and a reference or an added entry made under the name of the author of the commentary

It may occasionally be preferable to enter commentaries published with the text under the commentator. Examples are (a) when the typographical disposition of the text clearly indicates its intended secondary position, e g in small type at the foot of the page, in parenthesis, etc., to elucidate the commentary, (b) when the text is printed in fragmentary form or is distributed through the commentary in such a way that it cannot be readily distinguished from it

(Cutter, 14-15 Eclectic, 139-140)

Demosthenes. Demosthenes with an English commentary by the Rev Robert Whiston

Added entry *Whiston Robert ed*

Gill William Hugh The incarnate Word being the Fourth gospel elucidated by interpolation for popular use by William Hugh Gill

Added entry *Bible N T John*

14 Continuations (Supplements). Enter a continuation which is in the form of an independent work with separate title, whether printed with the original or not, under the name of its own author, with a reference from the author of the original work. (Cutter, 16 Eclectic, 166)

Justi Karl Wilhelm Grundlage zu einer hessischen gelehrten schriftsteller und künstler-geschichte vom jahre 1806 bis zum jahre 1830 Fortsetzung von Strieder's Hessischer gelehrten und schriftsteller geschichte und nachträge zu diesem werke Von dr Karl Wilhelm Justi

Strieder Friedrich Wilhelm Grundlage zu einer hessischen gelehrten und schriftsteller-geschichte

For a continuation of this work see *Justi Karl Wilhelm Grundlage zu einer hessischen gelehrten schriftsteller- und künstler geschichte*

Copinger Walter Arthur Supplement to Hain's Repertorium bibliographicum By W A Copinger

Reichling Dietrich Appendices ad Hainu-Copingeri Repertorium bibliographicum additiones et emendationes edidit Dietericus Reichling

Hain Ludwig Friedrich Theodor Repertorium bibliographicum

see also

Copinger, Walter Arthur Supplement to Hain's Repertorium bibliographicum
Reichling Dietrich Appendices ad Hainu Copingeri Repertorium bibliographicum

b) PERSONAL AUTHORS — UNDER WHAT PART OR FORM OF NAME

23 Full name in vernacular form. In the heading give names of authors in full and in their vernacular form, with certain specified exceptions (see rules 27-28, 31-32, 34-35, 41-50, 52, 56). Refer from the form not adopted.

For a list of authorities on full names see "A selection of cataloguers' reference books in New York state Library."

ENTRY UNDER SURNAME

24 General rule. In general, enter persons of modern times under the family name followed by the forenames. Variations from this practice are noted in succeeding rules.

25 Compound surnames. Enter compound surnames under the first part of the name and refer from the other parts.

Campbell-Bannerman, Sir Henry
Watts-Dutton, Theodore
Hart-Symon, Arthur Finlay
Pardo Sada, Emilio
Cotarelo y Mori, Emilio
Cadenas de la Bera, Pedro
Schütz-Delitzsch, Hermann
Imbert de Saint-Amand, Arthur Léon, baron
Leveson-Gower, Arthur Francis Graham
Séguin de Sémonville, Jean Charles Léonard
Vivès de Saint-Martin, Louis
Pöggendorf-Hartung, Julius Albert G. von.

When it is found that the author's own usage or the custom of his country distinctly favors entry under some part of the name other than the first, it may be advisable to make an exception to this rule.

Salomon, Sir David Lloyd Goldsmid-Stern- baron
Fénelon, François de Salgues de La-Motte.

26 Surnames with prefixes. Enter surnames with prefixes under the part following the prefix, except (a) in English (b) in French when the prefix consists of or contains an article (c) in Italian and Spanish when the prefix consists simply of an article (d) when the prefix and the name are written as one word. Naturalized names with prefixes are to be treated according to the rules for the language adopted. (Coles, 52. *Eclectic*, 2-12, 427. *British Museum Rules*, 12)

Hoffmann (— von) Lima (— de) Poete e Hoets (— de), Salas Pereira
Jardín (— del) Bink (— ten), Haar (— ter) Haeghen (— van der),
Lacé (— va.)

English. A. Becker, Ag. John, De Quincey, De La Rue, De Morgan, D'Israeli, Le Gallienne, MacDonald, Van Rensselaer.

French. Du Mouret, La Rochefoucauld, Le Sage, Du Pin, Du Rognet, Les Rues
(— de), Boule (— de), Allard (— de)

Italian and Spanish. La Lanza, La Fonta, Lo Gallo, Los Farnes (— de), Rio
(— del) Torr (— della)

Prefixes unprinted with the name. Vanderkinderen, Vochusen, Zulaeben, De-
chambre, Vanderboock, Delacour, Lafontaine, Lantini, Dall'Ora.

27 Form of forenames. Give forenames in the form most common in the author's native or adopted language, or in doubtful cases in the form proper to the language in which he has written most of his works, e. g. Pashkin, Aleksandr Sergievich, not Alexander.

18 Excerpts, chrestomathies Enter excerpts (selections) and chrestomathies from a single author under that author with added entry or reference under the compiler (Cutter, 19)

For entry of excerpts, etc. from several authors *see* 126

Burns, Robert *Gems from Burns* selections from the poems, letters lyrics and ballads of Robert Burns by Gordon Garrett
Added entry Garrett, Gordon *ed*

Plato *Chrestomathia Platoniana*

With the Latin translation of Jean de Serres. *Ed* by F C Mueller
Added entries 1 Serres, Jean de 1r 2 Mueller Ferdinand Christian *ed*

19 Revisions Enter a revision under the name of the original author unless it has become substantially a new work in which case it is to be entered under the reviser, with a reference or an added entry under the original author (Cutter, 18 Eclectic, 189-193)

Johnston Alexander 1849 1889 *A history of the United States for schools*
By Alexander Johnston 4th ed rev and continued by Winthrop More Daniels and William MacDonald 1901

Added entries 1 Daniels Winthrop More 2 MacDonald William.

Seubert Adolf Friedrich. *Allgemeines künstler lexicon oder Leben und werke der berühmtesten bildenden künstler* 2 aufl. umgearb. und ergänzt von A Seubert.

2d ed tion of Friedrich Müller's *Die künstler aller zeiten und völker*

Müller Friedrich *Die künstler aller zeiten und völker*

For a second ed tion of this work *see* Seubert, Adolf Friedrich *Allgemeines künstler-lexicon* 1882

20 Table-talk, interviews Enter table talk under the name of the talker, interviews under the name of the person interviewed (Cutter, 22)

Selden John. *The table talk of John Selden* *ed* with an introduction and notes by Samuel Harvey Reynolds

Added entry Reynolds Samuel Harvey *ed*

21 Translations Enter a translation under the heading of the original work Make added entry under the translator (Cutter, 245-247)

Homerus *The Iliad of Homer* done into English prose by Andrew Lang ... Walter Leaf and Ernest Myers

Added entries 1 Lang Andrew 1r 2 Leaf Walter, 1r 3 Myers Ernest 1r

22 Manuscripts Manuscripts, in so far as they require entry in the general author catalogue, are to be treated according to the following rules

1 Enter manuscripts and facsimiles of manuscripts of an author under his name

Keats John *Hyperion* (*Manuscript*) *Hyperion* a facsimile of Keats's autograph manuscript with a transliteration of the manuscript of *The fall of Hyperion a dream*. With introductions and notes by Ernest de Séincourt

Added entry Séincourt Ernest de *ed*

2 Enter an anonymous manuscript or the facsimile of an anonymous manuscript under the name or the title by which it is generally known, provided this is distinctive, otherwise under the designation or number in the collection to which it belongs

Codex Fejérváry Mayer

Códice Martínez Gracida.

Flateýjarbók.

Nibelungenlied *Ms* A

Paris. Bibliothèque nationale *Ms* lat 10318.

Collections of manuscripts or of facsimiles of manuscripts are to be treated like other collections (*see* 126)

(Cutter, 109 366)

b) PERSONAL AUTHORS — UNDER WHAT PART OR FORM OF NAME

23 Full name in vernacular form In the heading give names of authors in full and in their vernacular form, with certain specified exceptions (see rules 27-28 31 32 38-39, 42-50 52 56) Refer from the form not adopted.

For a list of authorities on full names see "A selection of cataloguers' reference books in New York state library"

ENTRY UNDER SURNAME

24 General rule In general, enter persons of modern times under the family name followed by the forenames Variations from this practice are noted in succeeding rules.

25 Compound surnames Enter compound surnames under the first part of the name and refer from the other parts.

Campbell Bannerman, Sir Henry
Watts Dunton, Theodore
Hart-Synnot, Arthur FitzRoy
Pardo Bazán, Emilia
Cotarelo y Mori, Emilio
Calderón de la Barca, Pedro
Schulze-Delitzsch, Hermann
Imbert de Saint Amand, Arthur Léon, baron.
Leveson-Gower Arthur Francis Gresham.
Simonde de Simonde, Jean Charles Léonard.
Vivien de Saint Martin, Louis.
Pfingst Hartung, Julius Albert G von.

When it is found that the author's own usage or the custom of his country distinctly favors entry under some part of the name other than the first, it may be advisable to make an exception to this rule.

Salomons Sir David Lionel Goldsmid-Stern bart.
Fénelon, François de Salignat de La Mothe

26 Surnames with prefixes Enter surnames with prefixes under the part following the prefix, except (a) in English (b) in French when the prefix consists of or contains an article (c) in Italian and Spanish when the prefix consists simply of an article (d) when the prefix and the name are written as one word Naturalized names with prefixes are to be treated according to the rules for the language adopted. (Cutter, 29. Eclectic, 2 22 427 British museum Rules, 12)

Hoffmann (— von) Lima (— de) Ponte e Horta (— da) Santos Pereira
Jardin (— dos) Brink (— ten) Haar (— ter) Kaeghen (— van der)
Laar (— van)

English A Becket, Ap John, De Quincey De La Rue, De Morgan, D'Israeli, Le Galbarnae MacDonald, Van Buren.

French Du Moucel La Rochefoucauld, Le Sage, Du Piu, Du Bocage but Rosny (— de) Bouille (— de) Allard (— de)

Italian and Spanish La Lanza, La Farina, Lo Gatto but Farina (— da) Río (— del) Torre (— della)

Prefix compounded with the name Vanderkinder Vonhausen, Zurlauben, De-chambre Vanderboeck, Delacroix, Lafuente, Laserna, Dallozo.

27 Form of forenames Give forenames in the form most common in author's native or adopted language in which he is best known, not Alexander

18 Excerpts, chrestomathies Enter excerpts (selections) and chrestomathies from a single author under that author, with added entry or reference under the compiler (Cutter, 19)

For entry of excerpts, etc from several authors *see* 126

Burns Robert *Geeds from Burns* selections from the poems, letters lyrics and ballads of Robert Burns by Gordon Garrett ..
Added entry Garrett Gordon *ed*

Plato Chrestomathia Platoniana

With the Latin translation of Jean de Serres. *Ed* by F C Mueller

Added entries 1 Serres, Jean de 2 Mueller Ferdinand Christian *ed*

19 Revisions Enter a revision under the name of the original author unless it has become substantially a new work in which case it is to be entered under the reviser, with a reference or an added entry under the original author (Cutter, 18 Eclectic, 289-293)

Johnston Alexander 1849 1889 A history of the United States for schools .. by Alexander Johnston 4th ed rev and continued by Winthrop More Daniels and William MacDonald 1902

Added entries 1 Daniels Winthrop More 2 MacDonald William.

Seubert Adolf Friedrich Allgemeines künstler lexicon oder Leben und werke der berühmtesten bildenden künstler 3 aufl. umgearb. und ergänzt von A Seubert.

2d ed tion of Friedrich Müller's Die künstler aller zeiten und völker

Müller Friedrich Die künstler aller zeiten und völker

For a second ed tion of this work *see* Seubert, Adolf Friedrich Allgemeines künstler lexicon. 1882

20 Table talk, interviews Enter table talk under the name of the talker, interviews under the name of the person interviewed (Cutter, 22)

Selden John The table talk of John Selden *ed* with an introduction and notes by Samuel Harvey Reynolds

Added entry Reynolds Samuel Harvey *ed*

21 Translations Enter a translation under the heading of the original work Make added entry under the translator (Cutter 245-247)

Homerus The Iliad of Homer done into English prose by Andrew Lang ..

Walter Leaf and Ernest Myers

Added entries 1 Lang Andrew 2 Leaf Walter 3 Myers Ernest *tr*

22 Manuscripts Manuscripts, in so far as they require entry in the general author catalogue, are to be treated according to the following rules

1 Enter manuscripts and facsimiles of manuscripts of an author under his name

Keats John *Hyperion* (Manuscript) Hyperion a facsimile of Keats's autograph manuscript with a translation of the manuscript of The fall of Hyperion a dream With introductions and notes by Ernest de Selincourt
Added entry Selincourt Ernest de *ed*

2 Enter an anonymous manuscript or the facsimile of an anonymous manuscript under the name or the title by which it is generally known provided this is distinctive, otherwise under the designation or number in the collection to which it belongs

Codex Fejérváry Mayer

Códice Martiáez Gracida.

Flateyjarbók.

Nibelungenlied *Ms A*

Paris Bibliothèque nationale *Ms lat 10318*

Collections of manuscripts or of facsimiles of manuscripts are to be treated like other collections (*see* 126)

(Cutter, 109 366)

33 Noblemen Enter a nobleman under his family name and refer from his titles

— — — — —
— — — — —
— — — — —
— — — — —
— — — — —

AMERICAN LIBRARY ASSOCIATION RULE Enter a nobleman under his latest title unless he is decidedly better known by the family name or an earlier title In either case refer from the name not adopted as entry word (Cutter 25-26 Eclectic, 28-31 and p 66-67, note)

Kelvin, William Thomson, 1st Baron
 Avebury John Lubbock, 1st Baron
but
 Bacon, Francis Viscount St Albans
 Walpole Horace 4th earl of Orford

34 Ecclesiastical dignitaries Enter ecclesiastical dignitaries, except those mentioned in 31, under their surnames In the case of bishops and archbishops of the Church of England, refer from the names of their sees

Davidson, Randall Thomas *obp of Canterbury*
 Colenso Joseph William, *bp of Natal*
 Wilberforce Samuel, *successively bp of Oxford and Winchester*

TITLES, DESIGNATIONS, AND EPITHETS TO BE ADDED IN THE HEADING

35 Titles of nobility, etc. Add in the heading titles and designations which indicate nobility and the higher offices or ranks when they are commonly used in referring to a person Foreign titles are to be given in English when the forename is entry word, otherwise in the vernacular* (Cutter, 214-216 Eclectic, 446-452)

Karl, *archduke of Austria*
 Karl Ludwig *elector palatine*
but
 Humboldt, Wilhelm, *freiherr von*
 Mirabeau, Honoré Gabriel Riquetti, *comte de*

In Cutter 214 will be found a full explanation of the titles of Englishwomen. cf also Eclectic, 452

36 Epithets, etc added when forename becomes entry word Add to the forename when it is used as entry word any epithet, by name, or adjective of origin, nationality, etc by which the person is usually known

Kazimierz III Wlaski, *king of Poland*
 Joannes Eleemosynarius Sassi *patriarch of Alexandria*
 Gulielmus Alverius *bp of Paris*

37 Dates and designations Distinguish persons of the same name by adding in the headings the dates of birth and death or descriptive designations denoting profession, occupation, etc.

When the years of birth and death are easily ascertainable they should be added

* Library of Congress uses the English form for such titles as bishop archbishop card mal

AMERICAN LIBRARY ASSOCIATION RULE Enter a married woman under her latest name unless she has consistently written under an earlier one (either her maiden name or the name of a former husband). In either case refer from the name not selected as entry word.

The heading is to consist of (a) husband's surname, (b) her own forename, and (c) her maiden name, when known, in parentheses.

Stowe, Mrs. Emily Howard (Jennings)
 Hopkins, Mrs. Sarah (Drake) Garrison.
 Jackson, Mrs. Helen Maria (Fiske) Hunt.
 Soyars, Frau Frieda (Schanz)
 Gasparis, Valérie (Boissier) *comtesse de*.

When a woman uses her husband's forenames or initials in place of her own on the title-pages of her books, add this form in the heading and refer from it.

Hickson, Katharine (Tynan) "Mrs. H. A. Hickson."
 Ward, Mary Angela (Arnold) "Mrs. Humphry Ward."

Examples of married women who are to be entered under the maiden name or the name of a former husband

Bell, Lillian Lida. "Mrs. A. H. Bogert."
 Brontë, Charlotte with reference from Nichols, Mrs. Charlotte (Evans)
 Wiggins, Kate Douglas (Smith) "Mrs. G. C. Riggs."
 Burnett, Mrs. Frances (Hodgson) with reference from Townsend Mrs. Stephen.

(Cutter, 24c. Eclectic, 34-36, 431-433)

42 Variations due to language, transliteration, etc. When a person regularly uses a foreign form of his name, enter under this form.

Leuchetsky Theodor not Lesortycki, Teodor
 Tschermak, Gustav not Čermak.

This practice applies to authors whose works have originally appeared in a foreign or adopted tongue, and whose names may therefore be given in the form thus adopted by them.

Follow this practice also in the case of transliterated names, if the author has himself consistently used a particular form when among foreigners, or is always known by a transliteration differing from the one provided for in these rules.

Rangabé not Rankaber.
 Vlacho, not Blacho.

(cf. Appendix 2 also Eclectic, 377-383)

43 Writers of the middle ages and the renaissance and reformation periods Authors of the middle ages and the renaissance and reformation periods who have translated their names into one of the classic languages, or who, with or without reference in the original, have adopted a name Greek or Latin in form, are to be entered under the adopted form.

Agricola Rudolf, not Bayer
 Syonher Wilhelm, not Holtmann.
 Melanchthon, Philipp not Schwarzerd.
 Oecolampadius, Johannes, not Hauschein.

On the other hand, enter under the original name when it has become firmly established, through the author's own usage or otherwise, so that he is known by that rather than by the adopted name.

Reuchlin, Johann, not Capmon.

In either case refer from the form of name not adopted as entry word.

in the heading even if not necessary at the time for distinguishing persons of the same name.

(Cutter, 213)

Smith, John, 1536-1616.
 Smith, John, 1580-1631
 Smith, John, clock-maker
 Smith, John, of Malton Eng
 Smith, John, rector of Baldock
 Smith, John, surgeon and trading captain

PSUDONYMS, CHANGE OF NAME, ETC.

38 Pseudonyms. Enter under the pseudonym of a writer when the real name is not known, and add the abbreviation *pseud* in the heading* Make added entry under the title (Cutter, 7, 97, 204-205 Eclectic, 64-79)

Adams, Mary, *pseud* Confessions of a wife, by Mary Adams, with illustrations by Granville Smith
 French, Alice, Expiation, by Octave Thanet, *pseud*,

39 Sobriquets, nicknames, etc. In a few cases, chiefly names of artists, a universally used sobriquet or nickname is to be selected as entry word, provided it is not one of the forenames of the person in question (Cutter, 24a Eclectic, 407)

Tintoretto s e Jacopo Robusti, known as (with reference from Robusti)
 Giorgione s e Giorgio Barbarelli, known as (with reference from Barbarelli)

40 Change of name—general rule. In the case of authors who change their name, or add to it a second after having begun to publish under the first, the heading is to consist of the original name followed by the word *afterwards* and the name subsequently adopted (British Museum Rules, 11)

Smith, Hannah, *afterwards* Hesba Stretton
 Lindenbrog, Friedrich, with reference from Lindenbruch

AMERICAN LIBRARY ASSOCIATION RULE Enter a person who has changed his name under the latest form, unless an earlier one is decidedly better known This includes cases in which merely the spelling of the name has been altered Refer from the form not selected as entry word

Stretton, Hesba, originally Hannah Smith
 Lindenbruch, Friedrich, with reference from Lindenbrog
 Flake, John, with reference from Green, Edmund Fiske

41 Married women. Enter a married woman under the earliest name which she has used as an author Refer from later names

Robinson, Agnes Mary Frances, *afterwards* Mrs James Darmesteter, *afterwards* Mme Duclaux, with references from Darmesteter, Mrs James, and Duclaux, Mme
 Thackeray, Anne Isabella, *afterwards* Lady Richmond Ritchie
 Cartwright, Julia, *afterwards* Mrs Henry Ady
 Potter, Beatrice, *afterwards* Mrs Sidney Webb

* The Library of Congress enters under pseudonym a few authors who, besides having written exclusively under their pseudonyms, are decidedly better known in literary history by their assumed than by their real names.

Eliot, George, *pseud* of Marian Evans, *afterwards* Cross. George Eliot a life as related in her letters and journals, arranged and edited by her husband, J W. Cross

Added entry Cross, John Walter, *ed*

An exception is also made in the case of two or more authors who have written together under one pseudonym, when for practical reasons entry under the pseudonym is often preferable

Tilton, Dwight, *pseud* of George Tilton Richardson and Wilder Dwight Quint.
 On Satan's mount, by Dwight Tilton. Illustrations by Charles H. Stephens.

50 Byzantine writers Enter Byzantine authors under the personal or baptismal name in the Latin form. A reference is usually to be made from the surname, especially when it has become a family name (Instruktionen, 58)

Georgius Pander, Georgius Synceus with references from Pinder, Synceus.
Anna Comnena, Joannes Tzetzes, with references from Comnena, Tzetzes.

Id.
Georgius Nemasius, Maximus Confessor Theodorus Anagastus without references from Macarius, Confessor Anagnostes.

51 Classic Latin writers Enter Latin authors in accordance with the practice of the classical dictionaries (cf. 49)

When it is doubtful which of two names has been preferred as entry word by the best authorities, enter under the first and refer from the second.

Martianus Capella, with reference from Capella.

The original Latin form of the name is to be adopted, with reference from the English form whenever the latter differs from the original.

Romanus Flaccus, Quintus, with reference from Horace.

52 Oriental writers Arabic, Turkish, etc. Arabic and other writers (especially Turkish and Persian) living in Mohammedan countries and following Mohammedan practice, are to be entered under the personal name, followed by the names expressing relationship (compounds with *abū* father *ibn* son, etc.) and by any special name or names derived either from the author's place of birth or from some circumstance connected with his life and character. The portion of the name preceding the personal name is to be transposed in the heading similarly to the transposition of Christian forenames. References are to be made from each of the various names.*

The article *al* is always to be written out, but is to be ignored in the arrangement when it precedes the name under which entry is made †

Muhammad ibn Zakariya, Abū Bakr *al-Fih* with references from Abū Bakr Muhammad ibn Zakariya, *al-Fih* *al-Fih* Raza Raza.

Abū Bakr ibn al-Tufail, Abū Ja'far *al-Jahiz* with references from Abū Ja'far ibn al-Tufail, *al-Jahiz* ibn al-Tufail *al-Jahiz*.

Exceptions are to be made where a name other than the personal name more readily distinguishes the author or where a particular form of the name has become established in western literature

Abū al-Walīd, *al-Buhārī* with references from Muhammad ibn Muhammad, Abū al-Walīd, *al-Buhārī* *al-Buhārī* Abū al-Walīd.

Averroes, with references from Muhammad ibn Ahmad, Abū al-Walīd, called Ibn Rushd, Ibn Rushd Abū al-Walīd Muhammad ibn Ahmad, called Ibn Rushd.

See also examples under 54.

53 Hebrew writers Hebrew writers prior to the 19th century unless decidedly better known under a European form of name, are to be entered under the given name of the author followed by that of his father or by some designation referring to the city of his birth or residence to his profession, or to his rank. When the proper

* Library of Congress printed cards follow in the main the form of heading adopted in the catalogues of the British Museum.

† Many will prefer to transcribe the article, writing it at the end followed by a hyphen to indicate its connection with the name.

44 Post reformation and modern writers known under a Latin form Post reformation and modern writers whose names are found both in a Latin form and in the vernacular are to be entered under the Latin form whenever this is decidedly better known. Reference is to be made from the vernacular

Grotius Hugo with reference from Groot Hugo van
but
Ritschl Friedrich Wilhelm not Ritschehus Fridericus

45 Popes Give names of popes in Latin and refer from the vernacular form of the forename and from the family name

Pius II pope with reference from Pio and from Piccolomini Enea Silvio

46 Sovereigns Give names of sovereigns in the vernacular and refer from the English form *

Franz Joseph I emperor of Austria
Friedrich I Barbarossa emperor of Germany
Wilhelm II German emperor
Henri IV king of France
Umberto I king of Italy

47 Bible characters Give names of Bible characters in English, and as far as possible in the form in which they appear in the authorized version

James Saint apostle

48 Saints Give names of saints other than Bible characters in Latin unless they are decidedly better known under the vernacular or some other form

Latin form —

Marcellus pope of Rome
Petrus apostle
Petrus of Alexandria

Vernacular form —

Birgitta Saint of Sweden
Bernard de Clairvaux Saint
Geneviève Saint of Paris

English form —

Patrick Saint
Augustine Saint abp of Canterbury

GREEK, LATIN, AND ORIENTAL WRITERS

49 Ancient Greek writers Enter ancient Greek authors under the Latin form of their names and refer from the English and occasionally from the Greek form. In selecting the proper entry word for the names of ancient Greeks follow the practice of the classical dictionaries (Smith's Dictionary of Greek and Roman biography, Engelmann's Bibliotheca scriptorum classicorum Harper's Dictionary of classical literature and antiquities)

Homerus with reference from Homer
Aeschylus with reference from Aischylos

* Library of Congress enters sovereigns of nations not using alphabets in roman or gothic characters under the English form e.g. Paul I emperor of Russia (not Pavel I) Catharine II empress of Russia (not Ekaterina II)

50 Byzantine writers Enter Byzantine authors under the personal or baptismal name in the Latin form. A reference is usually to be made from the surname, especially when it has become a family name. (Instruktionen, 58)

Georgius Pander Georgius Syncellus with references from Pander, Syncellus. Anna Comnena, Joannes Tzetzes with references from Comnena, Tzetzes.

but
Georgius Monachus Maximus Confessor Theodorus Anagnostes without references from Monachus, Confessor Anagnostes.

51 Classic Latin writers Enter Latin authors in accordance with the practice of the classical dictionaries (cf 49)

When it is doubtful which of two names has been preferred as entry word by the best authorities, enter under the first and refer from the second

Martianus Capella, with reference from Capella

The original Latin form of the name is to be adopted with reference from the English form whenever the latter differs from the original

Horatius Flaccus, Quintus with reference from Horace

52 Oriental writers Arabic, Turkish, etc Arabic and other writers (especially Turkish and Persian) living in Mohammedan countries and following Mohammedan practice, are to be entered under the personal name followed by the names expressing relationship (compounds with *abu* father *ibn* son, etc) and by any special name or names derived either from the author's place of birth or from some circumstance connected with his life and character. The portion of the name preceding the personal name is to be transposed in the heading similarly to the transposition of Christian forenames. References are to be made from each of the various names.*

The article *al* is always to be written out but is to be ignored in the arrangement when it precedes the name under which entry is made †

Muhammad ibn Zakariya, Abu Bakr al-Razi with references from Abu Bakr Muhammad ibn Zakariya, al-Razi al-Razi Razi Rhazi.

Abu Bakr ibn al-Tufail, Abu Ja far al-Isfahani with references from Abu Ja far ibn al-Tufail, al-Isfahani Ibn al-Tufail al-Isfahani

Exceptions are to be made where a name other than the personal name more readily distinguishes the author or where a particular form of the name has become established in western literature

Abu al-Wafa, al-Buzjani with references from Muhammad ibn Muhammad, Abu al-Wafa al-Buzjani al-Buzjani Aboul Wefa

Averroes, with references from Muhammad ibn Ahmad, Abu al-Walid called Ibn Rushd Ibn Rushd Abu al-Walid Muhammad ibn Ahmad, called Ibn Rushd.

See also examples under 56.

53 Hebrew writers Hebrew writers prior to the 19th century unless decidedly better known under a European form of name are to be entered under the given name of the author followed by that of his father or by some designation referring to the city of his birth or residence to his profession, or to his rank. When the proper

* Library of Congress printed cards follow in the main the form of heading adopted in the catalogues of the British Museum.

† Many will prefer to transpose the article writing it at the end followed by a hyphen to indicate its connection with the name

names of Hebrew writers begin with *ben*, *abi* or *ab*, these should begin the heading, as they form an integral part of these names. The same holds true of *bar* in Syriac names

The article is always to be written *ha*. When this precedes the name of the writer it is to be ignored in the arrangement *

A Hebrew writer who has written both in Hebrew and in Arabic is to be entered under his Hebrew designation with reference from the Arabic name

Refer from the various forms in which the names of many Hebrew writers have become current. The Biblical names are to be given, as far as possible, in the form in which they appear in the authorized version

Israel ben Eliezer, Ba'al-Shem Tob, *called* Besht with references from Besht,

Israel ben Eliezer, *called*, Ba'al Shem Tob, Israel ben Eliezer

Judah *ha Levi*, with references from Jehuda Halevi Halevi Judah.

but

Maimonides with references from Moses ben Maimon, Rambam

Leo Hebraeus, with reference from Abranavel, Judah.

54 Indic names Indic names are as a rule to be entered under the personal name (usually the first) with reference from the family name or surname (usually the third). When there are only two names, refer from the second †

Mahādeva Govinda Rānade with references from Rāpade Mahādeva Govinda Govinda Rānade, Mahādeva.

Where family names have been adopted according to western usage, enter under the family name and refer from the personal name

Dutt, Romesh Chunder, with reference from Romesh Chunder Dutt.

55 Other Oriental names Oriental names not provided for above (c) 52-54) are usually treated like the Indic, except when, like the Armenian, they are formed according to western usage, in that case they are to be treated like modern family names, e.g. Hagopian, Hovhan

56 Oriental names known under western forms. Oriental names for which particular forms have become firmly established in western literature are to be entered under these forms with reference from the original

Avicenna, with references from Abū Alī al-Husain ibn Abd Allāh ibn Sīnā, al-

Husain ibn Abd Allāh ibn Sīnā Abū Alī, Ibn Sīnā.

Confucius, with references from Kung Kew, Kung Fu tse

See also example Averroës (exception to 52)

For transliteration of names of Oriental writers see Appendix 2, also *Instruktionen*, p 50-55, *Eclectic*, 338-343

For list of Oriental titles and occupations, with their signification, see *Eclectic*, p 76-97

EDITORS, ETC.

57 Editors, etc The names of editors translators, continuators, etc. are subject to the same rules as the names of authors (*Eclectic*, 176)

* Many will prefer to transpose the article and write it at the end. (cf foot note to 52)
† Library of Congress printed cards follow in the main the form of heading adopted in the catalogues of the British Museum.

c) CORPORATE BODIES AS AUTHORS

GOVERNMENT PUBLICATIONS

Specification. Governments (states, provinces, municipalities, ecclesiastical, military, or judicial districts) are to be considered as authors of their official publications

58 General rule Enter under names of countries, states, cities, towns, etc.* official publications issued by them or under their auspices. The names of the departments, bureaux, etc. from which the publications emanate are to be given as subheadings.

Great Britain. *Parliament.*
Prussia. *Ministerium des Innern.*
U. S. *Department of State.*

In the entry of government publications, use for a subheading the name of the office rather than the title of the officer e.g. *Bureau of education*, not *Commissioner of education* (Cutter, 53)

Make a general reference from the name of the head of a department to the name of the office

Wilson, James, *sec. of* U. S. *Department of agriculture*

Occasionally the title of the officer is the only name of the office. In that case it is to be adopted as subheading.

Illinois. *State entomologist.*

The name of the occupant of the office, preceded by the dates of his incumbency may be added to such subheadings as *President*, *Governor*, *Mayor*, etc., in order to bring together the publications issued during a given administration

U. S. *President, 1789-1797 (Washington)*

59 Bureaus or offices subordinate to a department. Enter government bureaus or offices subordinate to a department directly under the country not as subheadings under the department.

U. S. *Bureau of animal industry* with references from

U. S. *Farmer's Bureau* of

U. S. *War department Bureau of animal industry.*

U. S. *Hydrographic office* with reference from

U. S. *Navy department. Hydrographic office*

Italy *Direzione generale dei telegrafi* with references from

Italy *Telegrafi Direzione generale dei.*

Italy *Ministero dei lavori pubblici. Direzione generale dei telegrafi.*

Italy *Ministero delle poste e dei telegrafi. Direzione generale dei telegrafi.*

Prussia. *Sächsisches Landesamt*, with reference from

Prussia. *Ministerium des Innern. Sächsisches Landesamt.*

The Publishing board and Library of Congress enter names of departments, bureaus, etc. in their direct form. Many libraries will prefer the inverted form, e.g. U. S. *Edwards, Bureau of Massachusetts. Agriculture State board of* (cf U. S. *Supt. of documents* Author headings for U. S. public documents, 1903)

Still another form has been adopted in Bowker's "State publications," 192.

New Hampshire [Agriculture] *Board of agriculture.*
Vermont. [Furrows] *Superintendents of the survey*

A fourth plan which offers advantages, particularly for a printed card catalog, is to print the distinctive word or words of the subheading in a special type (e.g. gothic) This affords

* In the English form, cf 135. Geographic headings.

names of Hebrew writers begin with *ben*, *abi*, or *ab*, these should begin the heading, as they form an integral part of these names. The same holds true of *bar* in Syriac names.

The article is always to be written *ha*. When this precedes the name of the writer it is to be ignored in the arrangement.*

A Hebrew writer who has written both in Hebrew and in Arabic is to be entered under his Hebrew designation with reference from the Arabic name.

Refer from the various forms in which the names of many Hebrew writers have become current. The Biblical names are to be given, as far as possible, in the form in which they appear in the authorized version.

Israel ben Eliezer, Ba'al Shem Tob *called* Besht, with references from Besht,
Israel ben Eliezer, *called*, Ba'al Shem Tob, Israel ben Eliezer

Judah, *ha Levi*, with references from Jehuda Halevi Halevi Judah.

but
Maimonides with references from Moses ben Maimon, Rambam.
Leo Hebraeus with reference from Abranavel, Judah.

54 Indic names Indic names are as a rule to be entered under the personal name (usually the first) with reference from the family name or surname (usually the third). When there are only two names, refer from the second †

Mahādeva Govinda Rānade, with references from Rāpade, Mahādeva Govinda,
Govinda Rānade, Mahādeva.

Where family names have been adopted according to western usage, enter under the family name and refer from the personal name.

Dutt, Romesh Chunder, with reference from Romesh Chunder Dutt.

55 Other Oriental names Oriental names not provided for above (cf 52-54) are usually treated like the Indic, except when, like the Armenian, they are formed according to western usage, in that case they are to be treated like modern family names, e.g. Hagopian, Hovhan.

56 Oriental names known under western forms Oriental names for which particular forms have become firmly established in western literature are to be entered under these forms with reference from the original.

Avicenna with references from Abū 'Alī al Husayn ibn 'Abd Allāh ibn Sīnā, al
Husayn ibn 'Abd Allāh ibn Sīnā Abū 'Alī Ibn Sīnā.

Confucius, with references from Kung Kew, Kung Fu tse.

See also example Averroës (exception to 52)

For transliteration of names of Oriental writers see Appendix 2, also *Instruktionen*, p 50-55, *Eclectic*, 338-343.

For list of Oriental titles and occupations, with their signification, see *Eclectic*, p 76-97.

EDITORS, ETC.

57 Editors, etc The names of editors, translators, continuators, etc. are subject to the same rules as the names of authors. (*Eclectic*, 176)

* Many will prefer to transpose the article and write it at the end. (cf foot-note to 52)
† Library of Congress printed cards follow in the main the form of heading adopted in the catalogues of the British Museum.

A general reference should be made from the name of the legislative body, e. g. U S Congress [Laws], see U S Statutes

Attempts to arrange all legislative enactments of a country under the name of the legislative body or the ruling power, the names of which are in some countries subject to frequent changes, are likely to prove perplexing and unsatisfactory

Headings for city ordinances are to follow the form prescribed in A. R. Hesse's "U S. government publications," e. g. Brooklyn Ordinances

63 Digests of laws, compilations, etc. When the original text of the laws digested or annotated has been quoted only in part, or in a fragmentary manner, or when the contribution of the digester or annotator forms the main feature of the book, enter under the digester with added entry or reference under the name of the country

In doubtful cases enter as in 62, viz. main entry under country, added entry under digester or annotator

Manresa y Navarro José María. Comentarios al Código civil español, por D. José María Manresa y Navarro con la colaboración de varios jurisconsultos ..
Added entry Spain Statutes

64 Law reports Enter reports of a single court under its name with added entry under the name of the reporter, editor, or collector, as the case may be

The form of heading is to be

- 2 Name of country, state, or province (city or town in the case of local courts)
- 3 Name of court

New York (State) Court of appeals Transcript appeals The file of opinions in cases argued before the Court of appeals of the state of New York during the January term 1867 (June term 1868) From official copies certified by Joel Tiffany state reporter
Added entry Tiffany Joel

Great Britain Court for the consideration of crown cases reserved Crown cases reserved for consideration and decided by the twelve judges of England from the year 1700 to the year 1824 By William Oldnall Russell and Edward Ryan
Added entries 1 Russell Sir William Oldnall 2 Ryan Sir Edward

65 Digests of reports Enter digests of reports under the digester, if anonymous, under the title Make added entry under the name of the court or judge whenever the digest is limited to the reports of a particular court, and under the title of the collection or set of reports digested, provided it is frequently referred to by its title

Morrison Robert Stewart. Colorado digest containing the decisions of the Supreme court Court of appeals and federal courts of the state as reported in volumes 1-23 Colorado reports, 1-23 Court of appeals reports, the contemporaneous Pacific reporters, 1-100 Federal reporters, 101 1-8 U S reports, and local reports, with table of cases digested with their citations, and table of over ruled cases, by R. S. Morrison

a choice as to arrangement (under first word or under catchword) without requiring any changes in the heading

U S Bureau of education.

Minor divisions and offices are usually to be subordinated to the bureaus or departments of which they form a part

U S Department of agriculture Division of botany

U S Bureau of animal industry Dairy division

U S Library of Congress Division of documents

60 Reports not by an official. Enter under the writer reports made to a department by a person who is not an official, with added entry under the name of the department

On the other hand, main entry is made under the individual when it is known that the work is his own private publication. In either case, added entry or reference is made under the party not selected as main heading

61 Collection or series of reports. Enter a collection or series of reports to a department, by different persons, under the department. If the importance or manner of publication of the single reports warrants it, make an added entry or analytical for each under the author's name, even if he is an official. No added entry need be made under the name of an official for a report of strictly administrative or routine character (cf 58, ¶3)

U S Geological survey Reconnaissances in the Cape Nome and Norton Bay regions Alaska, in 1900 by Alfred H Brooks, George B Richardson, Arthur J Collier and Walter C Mendenhall

Added entries 1 Brooks, Alfred Hulse 2 Richardson, George Burr
3 Collier, Arthur James. 4 Mendenhall Walter Curran

62 Laws. Enter laws (including general collections, codes, laws on particular subjects, single acts, etc.) under the name of the country or state, with added entry under the name of the compiler or editor

Headings are to follow the form prescribed in A R Hasse's "U S government publications," i.e. U S Statutes, rather than U S Congress*

U S Statutes Revised statutes of the United States passed in the first session of the Forty third Congress, 1873-74 Edited printed and published under the authority of an act of Congress, and under the direction of the secretary of state

* Library of Congress uses subheading *Laws statutes, etc*

Examples

a) Collections

Gt Brit. Laws, statutes etc

b) Laws (single laws or collections) promulgated during a given reign

Gt Brit. Laws statutes etc., 1837-1901 (Victoria)

c) Single laws of the United States

U S Laws, statutes, etc., 1859-1890 (51st Cong 1st sess.)

Instead of adding to the heading for single laws the inclusive years of a reign, administration or session, libraries that prefer a strictly chronological arrangement should add the exact year of enactment

In order to secure a chronological arrangement of the single treaties under a particular country, the date of each treaty is to be added to the subheading (See also Library of Congress supplementary rule 8, below)

2 Collections Enter collections of treaties of several countries under the compiler (c) 126)

Rockhill, William Woodville
treaties China and Korea, 1890-1900
treaties affecting foreign interests
Added entries: China
Treaties.

3 Collections of the treaties of a particular country with one or more other countries are to be entered under the name of the country which is a party to all the treaties, even though it is not the one mentioned first on the title-page

United States
Treaties, and negotiations with foreign powers

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 8

Treaties, and negotiations with foreign powers

Added entries are to be made, when necessary, for the countries, with subheadings Dept. of state, Foreign office, Ministère des affaires étrangères, etc., and for editors, compilers, translators, etc.

2. Classification

Added entries are to be made, when necessary, for the countries, with subheadings Dept. of state, Foreign office, Ministère des affaires étrangères, etc., and for editors, compilers, translators, etc.

The entries under the different countries are to be arranged in two general groups:
1 Collections. 2 Chronological series. (c) British museum Catalogue—England, col 397-343)

- 1 France. *Treaties, etc.*
- 2 France. *Treaties, etc.*, 1360-1412 (Charles VI)

SOCIETIES

Specification This includes associations and societies of all kinds, scientific, benevolent, moral, etc., even when strictly local or named from a country, state, county, or province, also clubs, guilds, orders of knighthood, secret societies, inter-collegiate societies, Greek letter fraternities, Young men's and Young women's Christian associations, affiliated societies, political parties, religious sects, etc., distinguished from institutions (establishments) See also specification for institutions, preceding rule 82

73 General rule Enter a society under the first word (not an article) of its corporate name, with reference from any other name by which it is known, especially from the name of the place where its headquarters are established *

Botanical society of Edinburgh, with reference from
Edinburgh. Botanical society

* Alternative Enter all societies whose names include that of some locality indicating the home of the society or the territorial limits of its researches, or both under the name of that locality Societies whose names do not include that of some locality are to be entered under their names.

66 Opinions, decisions, charges Enter a single opinion, decision, or charge under the name of the court, with added entries under the name of the judge, parties to the suit, or other headings as the case may require (*c/* note on added entries under 132, Civil actions)

U S Circuit court (1st circuit) The opinion of Judge Story in the case of

.

U S Circuit court (8th circuit) Decision of John F Philips, judge in Temple lot case The Reorganized church of Jesus Christ of Latter day saints versus the Church of Christ et al

Added entries 1 Philips John F 2 Reorganized church of Jesus Christ of Latter day saints. 3 Independence Mo Church of Christ

67 Pleas Enter a plea printed separately under the lawyer who makes it

Whiting William Argument of William Whiting esq in the case of Ross Winans v Orsanus Eaton et al, for an alleged infringement of his patent for the eight wheel railroad car Before Hon Samuel Nelson justice of the United States Circuit court for the northern district of New York Phonographically reported by Arthur Cannon

Added entries 1 Winans Ross 2 Eaton Orsanus

68 Constitutions Enter constitutions under the name of the country or state with subheading *Constitution **

U S Constitution
Switzerland Constitution

Arrange by date of publication (imprint date) except in the case of reprints of particular issues, which are to be arranged under date of the original issue, subarranged by imprint dates.

69 Constitutional conventions Enter constitutional conventions under the name of the state with subheading *Constitutional convention*, followed by the date

New Hampshire Constitutional convention 1901

70 Charters Enter charters under the name of the country, state, city, or corporate body for whose benefit they are granted with subheading *Charters*, and make added entry under the name of the sovereign power granting them

Baltimore Charters The new charter of Baltimore city Published under resolution of the City council of Baltimore city, adopted April 25 1898

Added entry *Maryland Statutes*

71 Treaties

1 *Single treaties* Enter treaties under the party named first on the title page, with subheading *Treaties*, and make added entry under the other party or parties Refer from the name of the place when the treaty is commonly called by that name,† and from any other usual appellation

Great Britain Treaties 1763 The definitive treaty of peace and friendship between His Britannick Majesty the Most Christian King and the King of Spain Concluded at Paris the 10th day of February 1763 To which the King of Portugal acceded on the same day Published by authority

Added entries 1 *France Treaties* 2 *Spain Treaties* 3 *Portugal Treaties*

Refer from Paris Treaty of 1763

* Library of Congress gives subheading in the vernacular e g Switzerland *Bundesverfassung*
† In a dictionary catalogue a form or subject entry usually takes the place of a reference

- Entomological society of New South Wales Sydney, with references from New South Wales Entomological society
 Sydney Entomological society of New South Wales.
 Geographische gesellschaft in Hamburg, with reference from Hamburg Geographische gesellschaft
 Académie royale des sciences des lettres et des beaux-arts de Belgique, Brussels, with reference from Brussels Académie royale des sciences, des lettres et des beaux arts de Belgique
 Academy of natural sciences of Philadelphia with reference from Philadelphia Academy of natural sciences

American state historical, agricultural, and medical societies,* and benevolent, moral, and similar societies, purely local, for which entry under the place is prescribed in both Cutter and the A L A Rules, Advance ed., are not considered sufficiently distinct or well defined to warrant their exception from the general rule. For libraries which prefer to continue the practice of entering them under the place, the following alternatives may be suggested

a) American state societies

- 1 Enter American state historical, agricultural, and medical societies, whether supported by the state or not, under the name of the state (cf Cutter, 80. A L A Rules, Advance ed., 28)
- 2 Enter all American state societies (historical, agricultural, medical, horticultural, entomological, etc.) whether supported by the state or not, under the name of the state

b) Benevolent or moral societies, purely local

- 1 Enter benevolent, moral, and similar societies, purely local, under the name of the place
- 2 Enter benevolent, moral, and similar local societies of the place in which the library itself is located under their names, similar societies in other places under the name of the place

Exceptions, variations, and further specifications

73 International societies. Enter societies extending through many lands, or having authorized names in many languages, under the English form if it is used officially, otherwise under that official form of the name which occurs most frequently

International maritime association with reference from Association internationale de la manne

International council for the study of the sea with references from Conseil permanent international pour l'exploration de la mer Centralausschuss für die internationale meeresforschung

Internationale erdmessung with references from Association géodésique internationale International geodetical association

Comité international des poids et mesures with reference from International commission of weights and measures

Red cross (for general works)

Red cross U S American national Red cross with reference from American national Red cross.

Red cross Netherlands Vereniging tot het verleenen van hulp aan zieke en gruonde krijgsleden in tijd van oorlog with reference from Vereniging etc.

74 Orders of knighthood, secret orders, etc. Enter orders of knighthood, both those of medieval and modern times, also secret orders and other similar organizations, under their names, but enter the American Knights templars and other regular masonic bodies under the heading Freemasons

- 1 Medieval orders (usually to be entered under an English form of the name) —

Knights of Malta, with references from Knights hospitalers of St John of Jerusalem Hospitalers of St John of Jerusalem, etc

* Library of Congress enters American state historical and agricultural societies under the state

Entomological society of New South Wales Sydney, with references from
New South Wales Entomological society

Sydney Entomological society of New South Wales

Geographische gesellschaft in Hamburg with reference from
Hamburg Geographische gesellschaft

Académie royale des sciences, des lettres et des beaux-arts de Belgique,
Brussels, with reference from

Brussels Académie royale des sciences, des lettres et des beaux arts de Belgique

Academy of natural sciences of Philadelphia with reference from
Philadelphia Academy of natural sciences

American state historical, agricultural, and medical societies,* and benevolent, moral, and similar societies, purely local, for which entry under the place is prescribed in both Cutter and the A L A Rules, Advance ed., are not considered sufficiently distinct or well defined to warrant their exception from the general rule. For libraries which prefer to continue the practice of entering them under the place, the following alternatives may be suggested:

a) American state societies

1 Enter American state historical, agricultural, and medical societies, whether supported by the state or not, under the name of the state (*c/* Cutter, 80. A L A Rules, Advance ed., 28)

2 Enter all American state societies (historical, agricultural, medical, horticultural, entomological, etc.) whether supported by the state or not, under the name of the state

b) Benevolent or moral societies, purely local.

1 Enter benevolent, moral, and similar societies, purely local, under the name of the place

2 Enter benevolent, moral, and similar local societies of the place in which the library itself is located under their names, similar societies in other places under the name of the place

Exceptions, variations and further specifications

73 International societies. Enter societies extending through many lands, or having authorized names in many languages, under the English form if it is used officially, otherwise under that official form of the name which occurs most frequently

International maritime association, with reference from Association internationale de la marine

International council for the study of the sea with references from Conseil permanent international pour l'exploration de la mer Central-ausschuss für die internationale meeresforschung

Internationale erdmessung with references from Association géodésique Internationale International geodetical association

Comité international des poids et mesures with reference from International commission of weights and measures

Red cross (for general works)

Red cross U S American national Red cross, with reference from American national Red cross

Red cross Netherlands Vereeniging tot het verleenen van hulp aan zieke en gekwonde krijgslieden in tijd van oorlog, with reference from Vereeniging etc.

74 Orders of knighthood, secret orders, etc. Enter orders of knighthood, both those of medieval and modern times, also secret orders and other similar organizations, under their names, but enter the American knights templars and other regular masonic bodies under the heading Freemasons

1 Medieval orders (usually to be entered under an English form of the name) —

Knights of Malta with references from Knights hospitallers of St John of Jerusalem Hospitalers of St John of Jerusalem, etc

* Library of Congress enters American state historical and agricultural societies under the state

*Exceptions, and special rules for particular classes of institutions**

83 Institutions whose names begin with a proper noun or adjective. Enter an institution whose name begins with a proper noun or adjective † under the first word of its name, and refer from the name of the place where it is located

Harvard university
 Corcoran art gallery Washington
 Enoch Pratt free library Baltimore
 John Crerar library Chicago
 A. K. Smiley public library Redlands, Cal
 Smithsonian institution
 Boston atheneum
 Victoria and Albert museum, South Kensington

Two modifications of this rule have been suggested

† To extend the rule to and do all institutions which

84 Colleges or professional schools of a university. Enter the colleges of a British university and the professional schools which form an integral part of an American university under the name of the university, with the name of the college or school as subheading. Refer from the name of the college or school

Oxford. University Balliol college
 Yale university Sheffield scientific school
 St. Andrews university University college Dundee
 Cornell university Sibley college of mechanical engineering and the mechanic arts

Professional schools whose names begin with a proper noun or adjective may be entered under their own names, particularly if they are situated at a distance from the university

St. Ignatius college Chicago with reference from St. Louis university
 Massachusetts Agricultural college, Amherst with reference from Boston university College of agriculture

85 College or university institutions. Enter college and university libraries, museums, laboratories, observatories, hospitals, shops, and similar institutions under the name of the college or university

Berlin. Universität Physikalisches Institut
 Paris. Ecole supérieure des mines. Bibliothèque
 Columbia university Observatory.
 Harvard university Peabody museum of American archaeology and ethnology
 Chicago university Hull physiological laboratory

* While some of the special rules which follow are inconsistent with the principle laid down in rule 83 it has nevertheless seemed best to enter certain classes of institutions

monasteries, observatories, pub with the general rule (82) even
 Exceptions to both 82 and 8 institution with another is of
 be preferred either to entry where it is located. cf 84, 85

† Library of Congress enters a foreign institution whose name begins with a national adjective under the name of the place where it is located.

79 Affiliated societies Enter local branches of affiliated societies under the name of the general organization when this forms part of the name of the local society. On the other hand, local branches having individual names which do not include the name of the general organization are to be entered as independent bodies according to the regular rule for societies (72). In the latter case, make a reference from the name of the general organization.

Archaeological institute of America *Washington society* with references from
Archaeological society of Washington *Washington society of the Archaeological
institute of America*

Daughters of the American revolution. *Massachusetts Col Timothy Bigelow
chapter, Worcester*
bill

Norumbega women's club *Charlestown Mass (not General federation of women's
clubs Norumbega women's club Charlestown Mass)*

80 Religious denominations, orders Enter the official publications of a religious denomination or order, i. e. confessions of faith, creeds, catechisms, liturgies, breviaries, missals, hours, offices, prayer books, etc. under the name of the denomination or order. (Eclectic, 195. Cutter, 59. *cf also* rule 105. Conventions, conferences.)

Church of England *Book of common prayer*
Roman Catholic church *Liturgy and ritual Breviary*

81 Political parties Enter official publications (platforms, proceedings, manifestoes, campaign books, etc.) of political parties under the name of the party. (Eclectic, 195. Cutter, 59. *cf also* rule 105. Conventions, conferences.)

Democratic party *National convention Chicago 1884 Official proceed
ings of the National Democratic convention held in Chicago Ill, July 8th, 9th,
10th and 11th 1884*

Republican party *New York (State) 6th congressional district Proceed
ings of the Republican and Union convention for the Sixth congressional district,
held at Bleecker buildings, Oct 14, 1862*

The publications of the Republican and Democratic congressional committees are to be entered under the names of these committees, not under the parties.

Republican congressional committee, 1901-1903

INSTITUTIONS (ESTABLISHMENTS)

Specification This includes colleges, universities, schools, libraries, mercantile libraries, museums, galleries, observatories, laboratories, churches, monasteries, convents, hospitals, asylums, prisons, theaters, chambers of commerce, botanical and zoological gardens, buildings, etc.

82 General rule. Enter an institution under the name of the place in which it is located.

New York (City) Metropolitan museum of art with reference from Metropolitan
museum of art, *New York*

Boston Public library

London Chamber of commerce

Philadelphia Children's hospital with reference from Children's hospital of
Philadelphia.

Washington D C Freedmen's hospital with reference from Freedmen's hospital,
Washington

Paris Musée national du Louvre with references from Musée national du Louvre,
Paris, Louvre Musée national du Paris

b) When a private collection has passed into the possession of some institution, society or other body entry for all subsequent publications is to be made under the name of that body, with references from the name of the collection and the original collector. Publications issued before the change of ownership are to have added entry under the name of the institution or other body into whose possession the collection has passed.

Boston. Public library *Prince collection* with references from Prince collection.
Boston public library *Prince Thomas*.

Victoria and Albert museum, South Kensington. *Dyce collection* with references from Dyce collection, Victoria and Albert museum *Dyce Alexander*.

90 National institutions National institutions (often designated as Imperial, Royal, National, and the like) which include in their names the name of the country, and therefore tend to become better known by the name of the country than by that of the city or town where they are located, are to be entered under the name of the country. The name of the city or town is to be added in the heading. In doubtful cases enter under the city or town.

Peru. Biblioteca nacional, Lima with reference from Lima. Biblioteca nacional del Perú.

Victoria, Australia. Public library museums and national gallery *Melbourne* with reference from Melbourne. Public library museums and national gallery of Victoria.

New South Wales. Public library *Sydney* with reference from Sydney. Public library of New South Wales.

91 American state institutions Enter American state institutions (universities, libraries, etc.) under the name of the state.

Indiana university

California. University with reference from University of California.

Massachusetts. State library with reference from State library of Massachusetts.

Illinois. Asylum for feeble-minded children, *Lincoln*.

There are certain institutions which, although not strictly official, are maintained and controlled by the state. are on account of their names most frequently looked for under the name of the state. These may best be entered according to the above rule.

Pennsylvania. University with reference from University of Pennsylvania.

92 Agricultural experiment stations (U S)* Enter agricultural experiment stations of the United States under the name of the state or territory in which they are organized. Include in the heading the name of the place where the station is located. Refer from the university or college of which the station may form a department, from the name of the station, if it is at all distinctive, and from the name of the place where it is located.

New York (State). Agricultural experiment station, Geneva with reference from Geneva. N. Y. Agricultural experiment station.

New York (State). Agricultural experiment station, Ithaca with references from Cornell university. Agricultural experiment station, Ithaca. N. Y. Agricultural experiment station.

Porto Rico. Agricultural experiment station, Mayaguez with reference from Mayaguez, Porto Rico. Agricultural experiment station.

* Library of Congress supplementary rule 21

86 Public schools. Enter all schools supported by taxation under the name of the place and refer from the name of the school

New York (City) Morris high school, with reference from Morris high school, *New York*

Minneapolis Lincoln school, with reference from Lincoln school, *Minneapolis*

Paris Lycée Janson-de-Sailly with references from Lycée Janson-de-Sailly, *Paris*, Janson-de-Sailly, Lycée *Paris*

Leipzig Thomasschule with reference from Thomasschule, *Leipzig*

Edinburgh Sciennes school, with reference from Sciennes school, *Edinburgh*

87 Private schools.

a) Enter American and British private schools under the name when this begins with a proper noun or adjective, otherwise under the place

Balliol school *Utica, N Y*

Copeland school *Saratoga Springs, N Y*

Washington, D C Cathedral school, with reference from Cathedral school, *Washington*

When a school is known only by the name of the proprietor, enter under his name

Chesborough, A J school

b) Enter foreign private schools under the place where located, with reference from the name of the school or the proprietor

Christiania Nissens skole with reference from Nissens skole, *Christiania*

Milan Istituto privato Robiati with reference from Robiati, Ambrogio

88 Indian schools (U. S.)* Enter Indian schools of the U S Indian service and denominational and private schools which receive government support, under the name of the place where located Refer from the name of the school (For information and lists of schools cf reports of the commissioner of Indian affairs)

Carlisle Pa Indian industrial school

Hampton Va Normal and agricultural institute

Pipestone, Minn Indian training school

Phoenix, Ariz United States industrial school

Morris, Minn Indian school

Private Indian schools not a part of the U S Indian service and not receiving government support are to be entered according to the general rule for Private schools (87)

89 Private collections.

a) Enter catalogues, lists, etc of private collections (libraries, art galleries, numismatic cabinets, stamp collections, etc) under the name of the owner of the collection, with added entry under the name of the author (compiler) of the work, and under place when known also by the latter

Walters William Thompson. Oriental collection of W T Walters 65 Mt Vernon place, Baltimore

Brinley, George Catalogue of the American library of the late George Brinley

By Dr James Hammond Trumbull,

Added entry Trumbull James Hammond

* Library of Congress supplementary rule 15

Exemption 1—

Cambridge. University Botanic garden.
Münden. K. Preussische forstakademie. Botanischer garden.

Exemption 2—

Royal society of Tasmania. Hobart. Garden.
Zoological society of Philadelphia. Garden.
Zoological society of London. Garden.

Exemption 3—

Aksakov botanic garden.

96 Churches Enter all churches under the name of the place

London. St Paul's cathedral, with reference from St. Paul's cathedral London.
Paris Notre-Dame with reference from Notre-Dame de Paris.
Boston. Trinity church, with reference from Trinity church, Boston.

97 Monasteries, abbeys, convents, etc.*

1 Enter monasteries, abbeys, convents, priories, etc. which are located in a city or town, under the name of the place, and refer from the name of the institution.

Angers, France Saint Aubin (Benedictine abbey)
Kinty France Beauport (Premonstratensian monastery)
Vienna Uetersen, Liebo, Fran, zu den Schotten (Benedictine abbey)

2 When a village or town has grown up around a monastic institution and bears the same name the entry is to take the following form

Fulda, Ger (Benedictine monastery)
Einsiedeln, Switzerland (Benedictine monastery)
St Gall, Switzerland (Benedictine monastery)
Gorte Alsace-Lorraine (Benedictine abbey)
Clairmarais, France (Cistercian abbey)

As distinct from—

Fulda, Ger (City)
Einsiedeln, Switzerland (City)
St Gall, Switzerland (Canton)
St Gall, Switzerland (City)
etc., etc

3 A monastery or other monastic institution not located in a city, town, or village is to be entered under its own name

Grande-Chartreuse (Monastery)
Monte Cassino (Benedictine monastery)

4 Enter British abbots, priories, etc. as follows

Bury St Edmunds (Abbey)
Ely monastery
Tintern abbey

98 National banks Enter national banks designated merely by number under the name of the place.

Philadelphia. First national bank.

Enter other banking institutions under firm, association, or corporate name.
(c/ 109. Firms)

Bank of England
Suffolk bank Boston.

* Library of Congress supplementary rule 14.

Exception 1—

Cambridge. University Botanic garden.
Münden. K. Preussische forstakademie. Botanischer garden.

Exception 2—

Royal society in Tasmania. Hobart. Gardens.
Zoological society of Philadelphia. Garden.
Zoological society in London. Gardens

Exception 3—

Alexakov botanic garden.

96 Churches Enter all churches under the name of the place

London. St Paul's cathedral, with reference from St. Paul's cathedral London.
Paris. Notre-Dame with reference from Notre-Dame de Paris.
Boston. Trinity church, with reference from Trinity church, Boston

97 Monasteries, abbeys, convents, etc *

1 Enter monasteries, abbeys, convents, priories, etc. which are located in a city or town, under the name of the place and refer from the name of the institution

Angers, France. Saint Aubin (*Benedictine abbey*)
Kétry, France. Beauport (*Premonstratensian monastery*)
Vienna. Unsere Liebe Frau zu den Schotten (*Benedictine abbey*)

2 When a village or town has grown up around a monastic institution and bears the same name the entry is to take the following form

Fulda, Ger. (*Benedictine monastery*)
Emsriedeln, Switzerland (*Benedictine monastery*)
St. Gall, Switzerland (*Benedictine monastery*)
Gottz Alsatz Lorraine (*Benedictine abbey*)
Clairmarais, France (*Cistercian abbey*)

As distinct from—

Fulda, Ger. (*City*)
Emsriedeln, Switzerland (*City*)
St. Gall, Switzerland (*Canton*)
St. Gall, Switzerland (*City*)
etc., etc.

3 A monastery or other monastic institution not located in a city, town, or village is to be entered under its own name

Grande-Chartreuse (*Monastery*)
Monte Cassino (*Benedictine monastery*)

4 Enter British abbeys, priories, etc. as follows

Bury St. Edmunds (*Abbey*)
Ely monastery
Tintern abbey

98 National banks Enter national banks designated merely by number under the name of the place

Philadelphia. First national bank.

Enter other banking institutions under firm association or corporate name.
(c/ 109, Firms)

Bank of England.
Suffolk bank Boston

* Library of Congress supplementary rule 24.

99 Carnegie and similar public libraries. Enter Carnegie, Passmore-Edwards, and similar public libraries under the name of the place, and refer from the name of the library

Pittsburg Carnegie library

The reason for this exception to an exception (cf 83) is that the Carnegie and to a less extent the Passmore Edwards and similar libraries, because of their number as

is particularly strong in favour of entry under the place

**MISCELLANEOUS BODIES OR ORGANIZATIONS NOT PROVIDED
FOR IN RULES 58-99**

Specification This includes conferences, congresses, exhibitions, and other occasional meetings, firms and other business concerns, committees and classes of citizens not belonging to any body or organization, ecclesiastical councils, foundations and endowments, expeditions, etc

100 Diplomatic congresses. Enter diplomatic congresses under the name of the place of meeting, with reference from any name by which they are popularly known

Rastatt, Congress of, 1797-1799
Vienna, Congress of, 1814-1815
Verona Congress of 1822
Paris, Congress of 1857
Berlin, Congress of 1878
The Hague International peace conference, 1899
Algeciras International conference on Moroccan affairs, 1906

101 International meetings. Enter international meetings, conferences, and congresses of private persons, under their English names provided their publications have appeared in English or that language is specified as one of the official languages of the conference. In other cases enter under the name in the language in which most of the publications have appeared, or when this cannot be ascertained, under the name by which the conference is best known

International congress of Orientalists with references from Orientalists Inter-
national congress of Congrès international des orientalistes Internationaler orien-
talisten congress etc etc

102 Exhibitions, etc. Enter general exhibitions, fairs, bazaars, etc under the name of the place where they are held, and refer from the official title and any other names by which the exhibition is generally known

Philadelphia Centennial exhibition 1876
Washington Worldly industrial and cotton centennial exhibition 1884-1885

them

103 Exhibitions held by societies or other bodies Exhibitions, fairs, bazaars, etc., held by or under the auspices of some society or institution or in connection with an international or other congress, especially when they are numbered and occur at more or less regular intervals in different places, are to be entered under the name of the body or congress, with reference from the name of the place, and from the name of the exhibition when this is at all distinctive

Grolier club *New York* Catalogue of an exhibition of French engravings of the eighteenth century exhibited at the Grolier club MCCCXV

Franklin institute *Philadelphia* Report of the exhibition of American manufactures held in the city of Philadelphia by the Franklin institute

California state agricultural society *Annual fair 3d San José 1836*
Official report

(With reference from San José Cal. California state agricultural society's third annual fair 1836)

California state agricultural society *Annual fair 4th Stockton 1837*
Official report

(With reference from Stockton Cal. California state agricultural society's fourth annual fair 1837)

104 Ecclesiastical councils Enter ecclesiastical councils of the Catholic church, both general and special under the name of the place of meeting. Treat in like manner councils, conferences, and synods of other religious bodies, provided the official representation is not limited to one denomination or sect. In the latter case enter according to rule 10,

Nicaea, Council of 325

Ephesus, Council of 431

Trent, Council of 1545 1563

Dort, Synod of 1618-1619

Enter Lateran councils Vatican council, under Lateran, Vatican, not under Rome.

105 Conventions, conferences

1 Enter conventions, conferences, and assemblies of societies, political parties, religious denominations, etc under the names of these bodies (cf also 80 Religious denominations, orders, and 81 Political parties)

International co-operative alliance 2d congress Paris 1896.

Presbyterian church in the U S A General assembly

2 Enter conventions and conferences of bodies which have no existence beyond the convention under the name of the convention. If no name can be found, enter under the place of meeting and supply a name descriptive of the character of the convention

International congress of arts and science St Louis 1904.

and

Syracuse N Y Convention of mechanics and others, 1850.

Boston. Woman's rights meeting 1859

(cf 69 Constitutional conventions)

106 Committees and meetings of citizens Enter reports of meetings or committees of citizens not belonging to any named body or class and having no definite name under the name of the place with subheading Citizens. Make reference or added entry under the name of the chairman or first signer

New York (City) Citizens Proceedings at the mass meeting of citizens in the Cooper Institute New York March 24 1874 on national finances

107 Classes of citizens Enter anonymous publications of any class of citizens (not organized) under the name of the place with the name of the class as subheading

Baltimore Merchants.
Washington D C Bench and bar

108 Boards, trustees, etc. Enter bodies whose legal names begin with such words as Board, Corporation, Trustees, under the names of the institutions or bodies over which they exercise supervision

Smithsonian institution Board of regents
Harvard university Board of overseers
British museum Trustees

109 Firms * Enter firms under surnames rather than forenames, giving forenames or initials according to the usage of the firm

Ward Montgomery & co, with reference from Montgomery Ward & co
Appleton D. & co, not Appleton Daniel & co

In dealing with a large number of entries, where slight changes in the name are frequent the following form of heading may prove serviceable

Scribner firm publishers New York
(1847 Baker and Scribner)

The date in the second line is the date of publication of the book catalogued

110 Foundations, endowments, funds Enter foundations and endowments, funds, etc under their names

Carnegie institution Washington.
Egypt exploration fund
Nobelstiftelsen Stockholm
Carlsbergfondet Copenhagen
Teyler's stichting Haarlem

Endowments and special funds of institutions (universities colleges etc) are usually to be entered under the institution, with a reference from the name of the fund

Michigan University Harris memorial trust with reference from Harris memorial trust
Smithsonian institution Hodgkins fund with reference from Hodgkins fund

111 Exploring expeditions

a) Enter under their authors or compilers accounts or publications of results of exploring expeditions, when the work is clearly the production of a single person or of two or more persons working in conjunction

Wilkes Charles Narrative of the United States exploring expedition during the years 1838-1842 By Charles Wilkes.

Grenard Fernand Mission Dutreuil de Rhins dans la haute Asie Le Tibet le pays et les habitants par F Grenard
(Dutreuil de Rhins directed the expedition but died while it was in progress)

Hooker Sir William Jackson The botany of Capt Beechey's voyage comprising an account of the plants collected by Messrs Lav and Collie and other officers of the expedition performed in H M S. Blossom under the command of Capt F W Beechey By Sir W J Hooker and G A Walker Arnott

b) Enter accounts and publications of results of exploring expeditions, when consisting of contributions by several persons under one of the headings named below In choice of heading be governed by the way in which the expedition is

generally designated, or by the prominence given on the title-page to any one of the suggested headings. In cases of doubt the order given below is to be the order of preference

1 The official name of the expedition. The date of the expedition is to be added in the heading

Expédition antarctique belge, 1897-1899 Résultats du voyage du S. Y. Belgica en 1897-99 sous le commandement de A. de Gerlache de Gomery rapports scientifiques.

2 The society, institution, government department, or individual person who assumes the responsibility of the expedition and the publication of the results.

Gesellschaft für erdkunde zu Berlin. Grönland-eredition der Gesellschaft für erdkunde zu Berlin, 1891-1893. Leiter leitung von Erich von Drygalski.

Albert 1. prince of Monaco. Résultats des campagnes scientifiques accomplies sur son yacht par le prince Albert 1^{er} prince de Monaco. Publiés sous sa direction avec le concours de M. le baron Jules de Guérou.

3 The commander of the expedition, especially when he edits the results.

Beechey Frederic William. The zoology of Captain Beechey's voyage comp. from the collections and notes made by Capt. Beechey the officers and naturalist of the expedition performed in H. M. S. Blossom under command of Capt. F. W. Beechey 1825-28 by eight persons.

4 The name of the vessel or of the vessels if not more than two participate * The date of the expedition is to be added in the heading

Adventure and Beagle III H. M. S. S. (1826-1836) Narrative of the surveying voyages of His Majesty's ships Adventure and Beagle between the years 1826 and 1836

5 The editor of the results.

Adams, Arthur ed. The zoology of the voyage of H. M. S. Samarang under command of Capt. Edw. Belcher 1843-6, by four persons.

6 The first word of the title

Exploration scientifique de l'Algérie pendant les années 1840, 1841, 1842

In all cases refer freely from government departments, names of vessels, commanders, societies, editors, etc. (cf. note under 169)

(*Eclectic*, 153, 161)

4) TITLE ENTRY

112 Anonyms Enter anonymous works under the name of the author when known, otherwise under the first word of the title not an article. Make added entries for titles of all anonymous works whose authors are known when the work relates to a particular person or place make added entry also under this name.† (cf. *also* 22, 2)

Wright, Mrs. Mabel (Osgood). The garden of a commuter's wife recorded by the gardener

Arnim, Mary Annette (Beauchamp) gräfin von, Elizabeth and her German garden

The Ordeal of Elizabeth.

The Creed of Christ.

* Library of Congress enters under first-named vessel with added entry under the other
† In a dictionary catalogue this is usually the subject entry

113 Anonymous — *Change of title in successive volumes* When the title of an anonymous work in several volumes changes in the later volumes, enter under the first title unless a majority of the volumes are issued under the later title and the work for this or some other reason is decidedly better known by this title. In either case refer from the title not chosen.

114 Anonymous — *By the author of* When an anonymous work of undisclosed authorship bears on its title page such a phrase as "by the author of," enter it under its title with an added entry under the title quoted, followed by the words "Author of." If different titles are thus used by an author at various times, make the added entry under the title most frequently referred to, or, in case of doubt, under one of his best known or earlier works. Refer from the title of each work to the title thus chosen, using the form. For other works by this author see.

A Doffed coronet a true story by the author of 'The Martyrdom of an empress

Added entry Martyrdom of an empress Author of

A Doffed coronet

For other works by this author see Martyrdom of an empress Author of

115 Anonymous — *Initials, etc* Enter under title books in which initials, asterisks, or other typographical devices, not identified, are used in place of the author's name. Make added entry or reference under the initials (both first and last letters), asterisks, etc.

The Young travellers in South America or A popular introduction to the history and resources of that interesting and important region By G A

Added entries 1 A, G 2 G A

Hungary and its revolutions from the earliest period to the nineteenth century With a memoir of Louis Kossuth By E O S

Added entries 1 S E O 2 E O S

Précis historique sur la révolution des provinces unies de l'Amérique du Sud Par A F*** ex-commissaire des guerres chevalier de la Légion d'honneur

Added entries 1 F***, A. 2 A F***

116 Anonymous — *Different spelling* When the first word of the title of an anonymous work is spelled in more than one way, choose one form of spelling and refer from the others.

For treatment of epics, national folk tales, and the like see 120

Inquiry An Enquiry into the nature and origin of literary property
Enquiry see Inquiry

Where different spellings have been used in successive editions enter under the earliest form and refer from the others. In the case of obsolete or archaic forms of spelling enter under the modern form and refer from variants.

AMERICAN LIBRARY ASSOCIATION RULE If the first word of a title entry or reference may be spelled in more than one way, follow the spelling of the title page and refer from other forms.

Where different spellings have been used in successive editions, follow the title page in each case and make added entry under the original form.

A T. ... the ... of the ... of the Scots colony at Darien
32½ cm v 3 p 520-565)
... inquiry into the causes etc.

117 Anonymous — Related works When the title of an anonymous work begins with a word indicating numerical sequence, or defining its relation to another work, make added entry or reference under the title of the principal work, thus collecting related material under that title

A Second letter to a late noble commander of the British forces in Germany
By the author of the first letter
"The writer" not supposed to be Owen Ruffhead. — European maga
nre v 14 p. 168.
Added entries 1 Ruffhead Owen, *supposed author* 2 Letter to a late noble commander

118 Anonymous — Translations Enter a translation of an anonymous work under the heading adopted for the original work and make added entry under the first word of the translated title

A côté du bonheur Near to happiness. Tr from the French by Frank H Potter
Added entries 1 Near to happiness. 2 Potter Frank Hunter #

AMERICAN LIBRARY ASSOCIATION RULE Enter a translation of an anonymous work under the first word of the translated title and make added entry under the original title

Note variations from this practice in the case of national epics, folktales, etc cf 120

Near to happiness (A côté du bonheur) Tr from the French by Frank H Potter
Added entries 1 Potter Frank Hunter, b 2 A côté du bonheur

119 Bible and similar sacred books Enter the Bible or any part of it (including the Apocrypha) in any language, under the word "Bible." Treat in like manner the Talmud, Koran, and similar sacred books, using the English name unless the vernacular is decidedly better known. Make added entries under the names of the editors and translators, and refer from titles of individual parts or books, especially when they have been published separately

Scheme of arrangement under Bible

- 1 Bible Polyclot
- 2 — By languages, arranged alphabetically
- 3 — " " " " " " " " " "
- 4 — " " " " " " " " " "
- 5 — " " " " " " " " " "
- 6 — " " " " " " " " " "
- 7 — " " " " " " " " " "
- 8 — Old Testament Apocrypha arranged as above (6)
not included in the authorized version arranged alphabetically
- 9 — New Testament, arranged as above (1-6)
- 10 — " " " " " " " " " "

Further subdivisions may be used e g Selections under single books or groups of books, Paraphrases under Psalms, and Harmonies under Gospels.

Other examples

Koran
Vedas
Vedas Atharvaveda.

120 Epics, national folk tales, etc Enter epics, national folk tales, and the like under the English name by which they are known and refer from the vernacular. If however the vernacular name is decidedly better known, enter under that and refer from the English form. Make added entries under the names of editors and translators. (cf also Cutter 125-126)

Ribeysgenlied. The fall of the Nibelungen done into English by Margaret Armour illustrated and decorated by W B Macdougall.
Added entries 1 Armour Margaret, b 2 Macdougall W B, illus

LIBRARY OF CONGRESS PRACTICE

2 Beginning a new card, a note giving the various titles under which the periodical has been published.

3 Note giving successive editors.

4 Note giving changes in place of publication and publishers, when important.

(2, 3, and 4 may be combined if changes of title, editor, and imprint occur simultaneously)

Sufficient space is left to permit insertion of information regarding earlier or later volumes which may come to hand.

5 Specification on a new card of the volumes in the library, introduced by the phrase "Library has"

6 A separate concise entry for each series which bears a different title, with notes "preceded by," "continued as," or a direct reference to the current name.

ALL ADDITIONS ARE WRITTEN IN PENCIL.

122 Extracts from periodicals. Enter a collection of extracts from a periodical under the name of the periodical provided this appears in the title of the collection. Make added entries under the title of the collection and the name of the collector.

If the periodical is not named in the title enter under the collector (under title if anonymous). Give the name of the periodical in a note, and make a reference or an added entry under it.

The work of a single author republished from a periodical (a separate) will not ordinarily require a reference or an added entry under the name of the periodical.

Blackwood's Edinburgh magazine Tales from "Blackwood."
Added entry Tales from "Blackwood."

Life Auto fun pictures and comments from "Life"
Added entry Auto fun.

Kaga stories.
Reprinted from Putnam's monthly
Added entry Putnam's monthly

My aunt's match making and other stories by popular authors.
Running title Stories from Cassell's.
Added entry Cassell's magazine.

123 Almanacs, year-books, etc Enter under their titles almanacs, year books, and similar serial publications.

The Statesman's year book, statistical and historical annual of the states of the world — Revised after official returns. 1855— annual publication, 1864—

Editors 1864-82 Frederick Martin — 1883-94 J. S. Keltie. — 1895—

J. S. Keltie I. P. A. Renwick.

Added entries: Martin, Frederick, ed.; Keltie, John Scott, ed.

3 Renwick, Isaac Parker Anderson, ed.

124 Newspapers Enter newspapers under the first word of the title not an article. In the case of newspapers which appear in several editions (Sunday, morning evening, etc.) under slightly varying titles, enter each edition independently, but make added entry or reference under the main title, and likewise under the name of the city unless this appears as the first word of the title

The Terra Haute express

The Union with reference from *Indianapolis* *The Union*

The Westminster gazette with reference from *London* *Westminster gazette*

The Morning times with added entry *The Times Washington* and reference from *Washington D C* *Morning times*

The Evening times, with added entry *The Times Washington* and reference from *Washington, D C* *Evening times*

125 Directories Enter a directory published periodically under the first word of the title not an article, a serial number, or the initial* of a compiler or publisher

Enter a non periodical directory under the name of the compiler if mentioned on the title page. If no compiler is mentioned enter under the first word of the title

Make added entries or references as follows: (a) Under the name of the place† in the case of a town, city, county, or state directory, (b) under the compiler of a directory published periodically, and under the publisher provided his name appears as a part of the title

(Cutter 115)

The United States statistical directory or Merchants and travellers guide with a wholesale business directory of New York By Loomis White & co
Added entry *Loomis White & co*

Dorfler Ignaz Botaniker adressbuch Sammlung von namen und adressen der lebenden botaniker aller länder der botanischen gärten und der d e botanik pflegen den institute gesellschaften und periodischen publicationen Hrg von I Dorfler

Crockford's clerical directory being a statistical book of reference for facts relating to the clergy and the church

The Clergy list containing complete lists of the clergy in England Wales Scotland Ireland and the colonies &c &c

126 Collections Enter composite works and collections of independent works, essays etc by various authors under the compiler or editor individual or corporate. If the work of the editor or editing body seems to be but slight and their names do not appear prominently in the publications, or if there are frequent changes of editor enter under the title. (Cutter 98-108 Eclectic 87-91)

Dole Nathan Haskell comp The Latin poets an anthology by Nathan Haskell Dole

Longfellow Henry Wadsworth ed The poets and poetry of Europe With introductions and biographical notices By Henry Wadsworth Longfellow

Gifts of genius a miscellany of prose and poetry by American authors

Introduction by S O (Samuel Osgood)

Added entry *Osgood Samuel*

* If the title of a directory begins with the initial of the name of a publisher or compiler enter under the surname of the publisher or compiler e.g. R L Polk & co a city of Superior directory under *Polk R L & co*

† In dictionary catalogues which make a subject entry under the name of the place subheading *Directories* this added entry or reference is of course omitted

The Empire and the century: a series of essays on imperial problems and possibilities, by various writers. With an introduction by Charles Sydney Goldman and a poem by Rudyard Kipling entitled The heritage.
Added entries: 1 Goldman, Charles Sydney, ed. 2 Kipling Rudyard.

3 Enter under their titles such compilations as monuments, scriptures, anecdotes, collections of inscriptions, etc., unless they are generally referred to under the name of the editor.

Monumenta Habsburgica. Sammlung von Urkunden und Briefen zur Geschichte des Hauses Habsburg in dem Zeitraum von 1433 bis 1576. Hing von der Histor. commission der Kaiserl. akademie der wissenschaften zu Wien.
Added entry: K. Akademie der wissenschaften, Vienna. *Historische commission.*

4 Enter festschriften and similar collections published by a society or an institution in honor of a person or to celebrate an anniversary under the society or institution with added entry under the title. When not published by a society or an institution enter under the title. In either case make added entries under the editor and the person in whose honor the collection is published.

Freiburg i. B. Universität. Festschrift der Albrecht-Ludwig-Universität zu Freiburg zum fünfzigjährigen Regierungsjubiläum Seiner Königl. Hohheit des großherzoglichen Friedrich.
Added entry: Friedrich I. groß-herzog von Baden.

Germania Männerchor Baltimore. Festschrift zum goldenen Jubiläum 10. oktober 1906 des Germania Männerchor von Baltimore. (Hd. gegründet am 10. oktober 1896. Im auftrage des ausschusses für vereinsgeschichtliche zusammengestellt von Carl Laegeler.
Added entry: Laegeler Carl.

An English manuscript presented to Dr Furnivall in honour of his seventy fifth birthday.
Ed. by W. P. Ker & S. Napier and W. W. Skeat.
Added entries: 1 Ker William Paton, ed. 2 Napier Arthur Sampson, w & ed. 3 Skeat, Walter William, w & ed. 4 Furnivall, Frederick James.

Festschrift zum sechzigsten geburts-tage Moritz Cantors. Hing von M. Curtze und A. G. Jüher.
Added entries: 1 Curtze Maximilian, ed. 2 Günther Siegmund, w & ed. 3 Cantor Moritz Benedikt.

3 Two or more writings by different authors published together but having no collective title are to be entered under the one named first on the title-page even though the name of the editor may also be given.

Carlyle Thomas. Carlyle's Essay on Burns, with The cotter's Saturday night, and other poems from Burns. ed with notes and an introduction by Willard C. Gore.
Added entries: 1 Burns Robert. 2 Gore Willard Clark, ed.

127 Cyclopedists. Enter cyclopedias and dictionaries under the name of the editor unless decidedly better known by their titles. In doubtful cases enter under editor. Make added entry under the publisher when the work is apt to be referred to by his name.

Larousse Pierre. Grand dictionnaire universel du XIXe siècle. par M. Pierre Larousse.

The Century encyclopedia of names: a pronouncing and etymological dictionary of names in geography, biography, mythology, history, ethnology, art, archaeology, fiction, etc., etc., etc. ed. by Benjamin E. Smith.
Added entry: Smith, Benjamin E., ed.

128 Series entry. Enter a series under its title unless it is universally known under the name of the editor or publisher and make added entry or reference under

* An independent entry should be made for each separate work in a series under its own heading the name of the series being given in parentheses after the collation. (cf 166)

the editor. Include in the series entry a list of the works in the library which belong to the series, giving author's name, brief title, and date of publication of each item

Arrange the contents numerically if the publishers have assigned numbers, otherwise alphabetically by the names of the authors, or where such arrangement would be more useful, as in the case of biography, by subjects

International scientific series

- v 1 Tyndall John Forms of water 1872
- v 2 Bagehot, Walter Physics and politics 1890
- v 3 Smith Edward Foods 1873

Story " " " " " "

Besa

Ken

King

McC

English men of letters ed by John Morley

- Bacon By R W Church 1886
- Goldsmith By William Black 1887
- Lamb By Alfred Ainger 1888
- Added entry Morley, John ed

Historic towns ed by Edward A. Freeman & Rev William Hunt

- Boston By H C Lodge 1891
- Bristol By William Hunt 1887
- Carlisle By Mandell Creighton 1889
- Exeter By E A Freeman 1887

Added entries 1 Freeman, Edward Augustus ed 2 Hunt William ed

Where printed cards are used a simple but less compact method is to insert a card for each separate work under the series title the latter being written at the head and the cards properly arranged. A written card giving the title and name of the editor should precede

129 Inscriptions A single inscription of unknown authorship is to be entered under the editor unless uniformly referred to by a distinctive name in which case it may be entered under that name with reference from the place where it was found. Treat collections of inscriptions according to 126 note 1 (Instruktionen, 12)

Comparetti Domenico Pietro Antonio ed *Ischnone arcaica del Foro Romano ed in ed illustrata da Domenico Comparetti*

but

Rosetta stone inscription. Der demotische teil der dreisprachigen inschrift von Rosette übers. und erklärt von dr J J Hess.

Added entry Hess Johann Jakob ed

e) MISCELLANEOUS RULES

130 Geographic headings Give geographic names used as entry words in the English form. When both an English and a vernacular form are used in English books, the vernacular is to be preferred

Munich not München.

Florence not Firenze

Austria not Oesterreich

Saxe Meiningen not Sachsen Meiningen.

but

Dauphiné not Dauphiny

Mainz not Mayence

Leipzig not Lipsic

In deciding between different forms of place names refer to standard gazetteers such as Lippincott's new gazetteer, Longman's gazetteer, Century cyclopedia of names, Ritters geographisch statistisches lexikon, Vivien de Saint Martin's Nouveau dictionnaire de géographie universelle

For place names in the United States American libraries will follow the form prescribed by the U S Geographic board provided it has made a decision (*see its latest report*)

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 7

The following classes of geographic divisions are entered under the name of the place, followed by the name of the country (*not by the name of the province or smaller division*):

- 1 City, town, borough, commune, etc.
- 2 County, "arrondissement," etc.
- 3 State, province, "département," etc.

Examples

Alexandria, Egypt.
 Alexandria, Scot.
 Alpes, Hautes- France (Dépt.)
 Alpes-Maritimes, France (Dépt.)
 Cork, Ire (City)
 Cork, Ire (County)
 Cumberland Eng

Exceptions

- 1 City, town, borough, commune, etc

- a) Enter largest or best known city of its name without further designation, *e. g.*

Boston.
 Chicago.
 London.
 New York (City)
 Paris.
 Quebec (City)

In doubtful cases add name of country

- b) Enter towns, etc. in the United States as follows

Bayonne N J., not Bayonne U S (N J)

- 2 County "arrondissement," etc.

Enter counties in the United States as follows

Washington Co., O
 Washington Co. Pa
 Washington Co. N J

Two or more places of the same name in a given country or state are to be distinguished by the addition in parenthesis, of the name of the province, "département," county, etc., of the place in question *e. g.*

Athens, France (Aisne)
 Athens, France (Pas-de-Calais)
 Athens, France (Somme)
 Bradford, Eng (Devonshire)
 Bradford, Eng (Northumberland Berwick-upon-Tweed div)
 Bradford, Eng (Northumberland Wansbeck div)
 Bradford, Eng (Yorkshire)
 Templemore Ire (Co Mayo)
 Templemore Ire (Co Tipperary)
 Victoria, Can (Alberta)
 Victoria, Can (B C)
 Washington, O (Fayette Co.)
 Washington, D (Guernsey Co.)

TITLES

(cf also Cutter, 221-256)

136 Title The title is usually to be given in full including the author's name and is to be an exact transcript of the title-page except that mottoes and non-essential matter of any kind, as well as designation of series* may be omitted, the omissions being indicated by three dots () The punctuation of the title page is generally to be followed, if there is no punctuation it is to be supplied (cf 173)

For a written card catalogue the title may be abridged.

137 Titles of rare books Give the title or colophon of books of exceptional rarity or curiosity in full reproducing as far as possible punctuation capitalization, and typographical peculiarities. (Cutter 351)

138 Misprints or errors of spelling Indicate misprints or obvious errors of spelling by ,', or sic,

The beginning and ,', end of drinking

In a manuscript catalogue use three dots () under the word misspelled.

139 Additions to title Additional matter may be supplied (within brackets) in the title when this is ambiguous or requires explanation. Such additions should be brief and in the language of the title if they require much space they are to be given in the form of a note. (cf 168 Notes)

Burroughs, John. Bird and bough poems by John Burroughs

Worrell, John. A diamond in the rough embracing anecdote biography romance and history by Captain John Worrell

Contains brief sketches of General Sam Houston, the Texan war of independence New Harmony Ind. Evangeline and the Acadians in the United States, civil war reminiscences, etc

140 Language of the book State in a note or within brackets in the title the language or languages in which a book is written when the fact is not apparent from the title

141 Transliteration and translation of title Titles in characters other than roman or gothic may be transliterated. A brief translation may also be added of all titles not in the classic Romance or Teutonic languages

142 Titles of works (other than periodicals) in more than one volume Works in more than one volume (other than periodicals) are as a rule to be catalogued from the title-page of the first volume subsequent changes being explained in notes or shown in contents (cf 113)

143 Same work published under different titles If a book has been published under two or more titles make full entry for each of the editions in the library¹ and give in a note under each entry the other title or titles under which the book has appeared. If the library has but one of the editions make full entry under this title and refer from the others.² (Eclectic, 238-300)

* cf 166. Series note.

- 1 Meredith George *Emilia in England*
Afterwards issued under title *Sandra Belloni*
- Meredith George *Sandra Belloni*
Previously issued under title *Emilia in England*
- 2 Meredith George *Emilia in England*
Afterwards issued under title *Sandra Belloni*
- Meredith George *Sandra Belloni*
See his Emilia in England (The same work published under a different title)

144 Books with several title-pages. If a book has several title pages, select the most general and give the others if necessary, in a note or as contents

This rule applies only when the title pages come under the same heading. If the several title pages require separate entry (as when one is the title of a series, the other that of a work in the series) each title will be used under its own heading

Of an engraved and a printed title page the latter is usually to be preferred, and always when it bears a later date

Of two title pages equally general choose the first when one follows the other, the second when they face each other

(Cutter 156-158)

145 Titles and title-pages in different languages. Of titles and title pages in different languages if only one is in roman characters use that, if both or neither are in roman use the one in the original language. Mention in a note the unused title

In the case of Greek classics with the title in Greek and also in Latin on the same title page give both titles.

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 20

1. If a book has several title pages, select the most general and give the others if necessary, in a note or as contents

The added title is to be quoted when it contains additional information of importance

and the language of the text

3. One title page with titles in two languages

When the title is printed in two languages on the same title page (there being but one) give both titles with the customary abbreviations and notes

Exception When one of the titles is in a language which employs characters other than roman or gothic, it is to be omitted, only the title which is in roman or gothic type being then given. A note is to be made of the other title and the language or languages of the text

In early and rare books or when some material variation exists between the two titles both are to be given

When there are more than two titles give the first two which are printed in roman or gothic type. If one of the succeeding titles is in English this also is to be given

4. Arrangements or combinations of titles and title pages in different languages not provided for in rules 1-3 are to be submitted for special decision

146 Reprints with two title-pages. When a reprint includes, in addition to its own title page, a reproduction of that of the original follow the title page of the reprint, and mention the other in a note, giving place and date of publication and quoting the title if it differs from that of the reprint.

Flint, James. *Flint's Letters from America, 1814-1819.* Cleveland, 1904.
Reprint, including facsimile of t.p. of original edition, Edinburgh, 1823.

Macropedius Georgius. *Rebeller und Alva.* Hrg. von Johannes Baur.
Berlin, 1897.
Reprint of the original edition with reproduction of t.p. *Commenarii fabulae*
rom Georgii Macropedii dnm qua. altera Rebeller, altera Alva inscribitur
per J. Baur, in *Officina Historica*, 1897.

147 Title-page wanting. When the title page is lost, supply the title from some bibliographical source citing the authority in a note. If the title cannot be ascertained, give the half title, running title, or colophon, and state in a note which has been selected, if there is no half title running title, or colophon, supply a title (within brackets) and give in a note the beginning of the text and a brief description of contents.

In the case of a book published without a title-page, give the half title running title, caption title or colophon, as the case may be, stating in a note the form in which the title occurs.

148 Edition. Consider the statement specifying the edition as a part of the title. It is to be given in the language of the book and in the order of the title page except that customary abbreviations may be used.* (Cutter, 254-256)

Minor differences between copies of the same edition, e.g. 8th thousand, may be omitted.

149 Different editions represented in the same set. When the volumes in a set are of different editions, specify the various editions in a note or in contents, not in the title.

IMPRINT, COLLATION, SERIES NOTE

(cf. also p. 47-49 51-54, Library of Congress supplementary rules)

150 Place of publication. After the title give the place or places of publication in the language of the title.

151 Place — *Form of name.* When thought desirable, add (in brackets) modern equivalents and familiar forms of limited or vernacular names. (See Deschamps *Dictionnaire de géographie ancienne et moderne*, † Graesse, *Orbis humanus*. See also *Manuel de bibliographie générale* app. 1, Chevalier, *Répertoire des sources historiques du moyen âge*. *Topo-bibliographie*.)

152 Publisher. After the name of the place give the name of the publisher in the language of the title.

C. Scribner's sons. L. Baillière et de. Jung & Sohn.

In a written card catalogue the place and publisher's name may generally be abbreviated.
Boston: Houghton. N. Y.: L. C. book co. Chas. McGraw.

* cf. 174. Figures. † Supplement to Brunet's "*Manuel du libraire*."

- 1 Meredith, George *Emilia in England*
Afterwards issued under title *Sandra Belloni*
- Meredith George *Sandra Belloni*
Previously issued under title *Emilia in England*
- 2 Meredith George *Emilia in England*
Afterwards issued under title *Sandra Belloni*
- Meredith George *Sandra Belloni*
See *his Emilia in England* (The same work published under a different title)

144 Books with several title-pages. If a book has several title-pages, select the most general, and give the others if necessary, in a note or as contents

This rule applies only when the title pages come under the same heading. If the several title pages require separate entry (as when one is the title of a series, the other that of a work in the series) each title will be used under its own heading

Of an engraved and a printed title page the latter is usually to be preferred, and always when it bears a later date

Of two title pages equally general choose the first when one follows the other, the second when they face each other

(Cutter, 156-158)

145 Titles and title-pages in different languages. Of titles and title-pages in different languages, if only one is in roman characters, use that, if both or neither are in roman, use the one in the original language. Mention in a note the unused title

In the case of Greek classics with the title in Greek and also in Latin on the same title page, give both titles.

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 20

When a book has more than one language, and the title page is in one of these types, select the language cannot be ascertained, or the first. Mention

in a note the other title or titles and the languages of each.

The added title is to be quoted when it contains additional information of importance

When a book has more than one language, and the title page is in one of these types, select the language which agrees with the text, or the first. Mention in a note the other title or titles and the languages of each. Occasionally also American Indian texts with title pages in the original and also in Latin, French, English or some other language which employs roman or gothic characters. Here the title in roman or gothic is always to be selected. Mention in a note the other title and the language of the text.

When a book has more than one language, and the title page is in one of these types, select the language which agrees with the text, or the first. Mention in a note the other title or titles and the languages of each. When there are more than two titles, give the first two which are printed in roman or gothic type. When there are more than two titles in different languages not being then given the text.

In early and rare books, or when some material variation exists between the two titles, both are to be given.

When there are more than two titles, give the first two which are printed in roman or gothic type.

When there are more than two titles in different languages not being then given the text.

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 12

The imprint is to be given in the following order 1st, place, 2d, publisher, printer, or bookseller, 3d, date

Certain works such as incunabula and the like are excepted, when for special reasons the imprint is best given in a form and order suited to the peculiarities of the case

The actual imprint, if ascertainable, is always to be given, whether it appears on the title page or not. In the latter case it is to be added in brackets after the imprint as found on the title-page

1 *Books published in the United States* — When more than two places and publishers are named on the title page, give the first named place and publisher, followed by one other, the choice of the latter being determined by the relative importance of the several places and publishers, New York or Boston to be preferred.

Examples

When the title-page reads

Published by J. A. Bancroft & co., Philadelphia J. W. Schermerhorn & co.
New York C. G. Cooke, Boston Hendricks & Potter St. Louis Speakman &
Proctor Chicago, 1867
Give Philadelphia, J. A. Bancroft & co., New York, J. W. Schermerhorn & co.
etc. etc., 1867

But if the title-page reads

Leach, Shewell & Sanborn, Boston, New York Chicago, 1890
Give Boston New York etc.; Leach Shewell & Sanborn, 1890

Or if the title page reads

Buffalo Chicago New York, Charles Wells Moulton 1890
Give Buffalo New York etc.; C. W. Moulton 1890

2 *Books published abroad* — When more than one place and publisher are named on the title page, give the first, followed by etc., etc., unless one of the others, usually of a

Examples

When the title-page reads

Paris, Goupil & co London Simpkin Marshall Hamilton Kent & co, Ltd, 1898
Give Paris, Goupil & co etc. etc., 1898

When the title page reads

London David Nutt Dulau & co Sampson Low & co. Agencies for America
New York, E. Steiger & co The International co., Chicago, Muhlbauer &
Behre Boston Charles Schönhol HEIDELBERG 1899

3 *Two or more places and publishers* — Indicate the omission of both a place and publisher by etc. etc., immediately preceding date and separated from the last named publisher by a semicolon

Examples

When the title-page reads

Published by J. A. Bancroft & co Philadelphia J. W. Schermerhorn & co., New
York C. G. Cooke Boston Hendricks & Potter St. Louis Speakman & Proctor,
Chicago 1867
Give Philadelphia J. A. Bancroft & co. New York, J. W. Schermerhorn & co.,
etc. etc., 1867

See also illustrations under 2, *Books published abroad*

4 *Two or more places, publisher the same* — Indicate the omission of a place from the imprint by etc.; after the last place given.

Examples

When the title page reads

Buffalo Chicago New York, Charles Wells Moulton, 1886.
Give Buffalo, New York etc.; C. W. Moulton, 1886.

153 Place of printing After the place of publication and publisher the place of printing and printer may be given if different This is desirable only in rare and old books or when of special significance for other reasons

London N Trübner, Colombo S J A Skeen printer,
Paris Dentu, Guernsey Imprimerie universelle,

154 Privately printed books In cataloguing privately printed books add the abbreviation "priv print" in the imprint if the fact is not evident from the title page

Duff Edward Gordon. The printers stationers and bookbinders of London and Westminster in the fifteenth century A series of four lectures delivered at Cambridge in the Lent term MCCCIC. By E Gordon Duff, Aberdeen
Aberdeen university press priv print, 1899

155 Date Give the date found on the title page in arabic figures except in cases where the form in which it appears is characteristic of a special edition or otherwise worthy of note Dates other than those of the Christian era are to be given as found on the title page followed by the date of the Christian era the latter in brackets if supplied (Cutter 264-275 cf also rule 174 Figures)

l'an III de la République, 1795; an XI—1803 3665—1905 A R 1552 (1740) l'an de la V L 5788, 1788,

156 Date wanting When there is no imprint date the year of publication if it can be ascertained is to be given in brackets and if uncertain, to be given approximately

(189-?), 189-, 1892?,

If no approximate date can be found give the century in which the book was published e g. 18—,

If the century cannot be determined, indicate the absence of a date by the abbreviation "n. d."

In the case of books frequently reissued without date or printed from plates bearing date of earlier (first) edition the fact of reissue is to be indicated by a note giving date of first publication of that edition

Maupassant Guy de Contes du jour et de la nuit Paris E. Flam
marion, n. d.,
first edition appeared in 1885

157 Copyright date When there is no date on the title page of a copyrighted book and the date of publication or issue cannot be ascertained give in the imprint the date of copyright preceded by a superior "c" and bracketed

New York H Holt & Co. c1894,

If the date of the copyright entry is earlier than the date of issue the former need be given only in exceptional cases, for instance when the existence and date of an earlier (first) issue or edition have not been definitely established or when a more precise date cannot be given

When the title page is dated write 1902 c1899,

When the title page is not dated, but bears copyright notice write 1902, c1878

12 *Variations in imprint*. — If the place or publisher varies in the different volumes of a set, state the fact in a note, giving the variations if of sufficient importance.

13 *Privately printed books*. — Give the statement that a book is privately printed as it appears on the title-page. If the statement does not appear on the title-page, it is to be supplied in the imprint or in a note.

14 *Language of imprint*. — The imprint is to be given as found on the title-page, and is never to be translated nor transliterated.

DATE

1 *Undated title page*. — When there is no date on the title-page but the preface is dated, give the date of the latter (preceded by "date of publication cannot be ascertained determine the actual date of issue the date") when there is a wide discrepancy between the dates supplied in the imprint.

2 *Copyright date*. — a) In the case of copyrighted books, when there is no date on the title-page and the date of publication cannot be determined, give in the imprint the date of copyright, preceded by a superior c and bracketed as,

New York, H. Holt & Co. [1891]

b) If the date of the copyright entry is earlier than the date of issue, the former need be given only in exceptional cases, for instance when the existence and date of an earlier (first) issue or edition have not been definitely established, or when a more precise date cannot be given.

Examples

When the title-page is dated, write 1902 [1900]

When the title-page is not dated, but bears copyright notice, write (1902) 18, 3

c) When there is no date on the title-page and the date of copyright printed on the verso of title page differs from that furnished by the records of the Copyright office, give the former in the imprint and the latter in a note.

3 *Irregularly dated title page*. — When a work consists of many volumes with different dates, whether of the same or of different editions, give in the imprint the inclusive dates separated by a dash and state in a note or in contents the dates of the individual volumes and the numbers of their respective editions.

Bancroft, George 1500-1591 History of the United States from the discovery of the American continent Boston, Little Brown & Co., 1835-74

10 v. 223cm

Vol. 1 15th ed., 1835 v. 2 4th ed., 1835 v. 3 3d ed., 1840 v. 4-10

1832-74

When only one volume (e.g. the first one) is irregularly dated, as in the case of collected works with an introductory volume issued after the others, the date may be given in the following form

1869-71 1 v.

When there are only two volumes in a work, give the dates in the order of the volumes separated by a comma in place of the usual dash. Thus

Collignon, Édouard et Romain Charles Édouard, 1831- Cours de mécanique appliquée aux constructions Paris, Dunod, 1885 '82

2 v. tables, diagrs. 245cm

1 ptie 3 éd 2 ptie 2 éd rev et augm

158 *Collation*. Give all items of collation in English and in the following order: 1st volumes or pages, 2d illustrations, 3d, size.

159 *Volumes, pages*. Give the number of volumes,* or of pages if there is only one volume.

* If a contents note is added to the entry for a work in several volumes the paging of each volume may be given in the contents.

Or if the title page reads

The Société universelle lyrique London Paris Berlin Philadelphia 1899
Gie London Philadelphia etc, The Société universelle lyrique 1899

5 *One place with two or more publishers* — Indicate the omission of a publisher's name by etc., after the last name given

Example

When the title page reads

London David Nutt Dulau & co Sampson Low & co 1890
Gie London D Nutt etc, 1890

6 *Two places connected by AND UND ET etc or by a dash (-) or other device with publisher's name either preceding or following* — Give imprint in the usual order and include the conjunction

Leipzig und Wien Bibliographisches Institut 1900.
Arnhem Nijmegen E & M Cohen, 1899

7 *Public documents* — In state and city publications especially those of serial character when there are frequent changes of place and publisher (or printer) omit publisher Give the name of the first mentioned place followed by etc., using pencil when the first volume of the series is lacking

8 *Imprints without publisher's or printer's name* — If the name of neither publisher nor printer appears on the title page but the printer's name is given on the verso of title page at the end of the volume or elsewhere in the book this information is to be supplied in brackets even though the name of the publisher is ascertainable Thus if the volume has only "Washington 1882" as imprint but on the verso of the title page Baltimore W K Boyle printer give

Washington [Baltimore W K Boyle printer 1882]

the Macmillan com
no notice of the
important or other

London N Trübner Colombo S J A Skeen printer,
Paris Dentu, Guernsey Imprimerie universelle,

9 *Addition of name of state or country after place of publication* — When the place of publication is not well known or is one of several cities of the same name the name of the state or country is to be supplied if it does not appear in the imprint If it occurs in the imprint it is to be given even after the names of well known cities

Amherstberg, Ont, Rome, [N Y, Rome, Ga,

10 *Dissertations*
name in shortes
are followed by,
first e g

- a) Halle a. S. Druck von E. Karras 1898
Giessen Münchow'sche Hof- und Universitäts-druckerei (O. Kinds) 1903
- b) Leipzig W. Engelmann 1899
not Leipzig W. Engelmann, Hofbuchdruckerei S. Geibel in Altenburg 1899
Leipzig 1898
not Leipzig 1898 : Druck von C. H. Schulze & co in Gräfenhainichen

11 *Fictitious imprints* — Give imprint as found on title page followed by actual imprint in brackets as follows

Paris Impr. Vincent 1798, [e Bruxelles, Moens 1883]

Imaginary imprints are to be treated as part of the title of the work when the real imprint can be ascertained the latter following in brackets in the usual position as,

Morande Charles Thévenot de b 1748 Le gazet er culrassé ou, Anecdotes
scandaleuses de la cour de France Imprimé à cent lieues de la Bastille, Londres
1771

particularly when there is a special compiler) the form of entry usually adopted for indexes is to be preferred

Mirabeau, Honoré Gabriel Riquetti, comte de De la monarchie prussienne,
sous Frédéric le Grand — Londres, 1788.

4 v front (port.) pl, tables (partly fold) 26cm

— 1, 1, 2, 2 — — — — — Londres, 1788

— 1, 1, 2, 2 — — — — — 41cm

— 1, 1, 2, 2 — — — — —

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 1

The collation is to be given in a separate line immediately after the imprint (i.e. after place, publisher, and date) and in the following order 1st, paging, 2d, illustrations, 3d, etc.

PAGING

1 Paging is to be given for works of one volume only

2 When a work consists of more than one volume give the number of volumes. If the volumes are paged continuously, add a note giving the paging

2 v 24cm

Paged continuously, v 1 vi, 536 p, v 2 1 p. 1, 537-999 p, 2 l

3 Give unnumbered printed pages in brackets

vi, 141-256 p

xv, 12, 450 p.

8 p l, 360, 126, p.

4 Give unpaired matter as leaves when one side of the leaf is blank

xii p, 2 l, 192 p

See also 5

5 Half title, title, preface, contents, or other preliminary matter, when not included in paging, is to be specified as "preliminary leaves"

3 p l, 350 p

1 p l, vi p, 2 l, 608 p, 2 l

When the actual number of preliminary pages is either greater or smaller than that indicated by the first numbered page, write

4 p l, iii-xii p. not 3 p l, xii p

5 p l, xv-xx p

but

vi, 351 p not 2 p l, vi-vi, 351 p.

6 Give numbered leaves as follows

218 numb l

10 p l, 112 numb l, 3 l

2 p l, 2 p, 180 numb l, 4 p

7 When the preface, contents, etc. are paged in roman, write

xii (13)-240 p not 240 p

See also 5

8 When a pamphlet or book, bound or unbound, has no other title-page than the cover-title, this is to be included in the collation

cover title, 85 p

cover title, iii, 122 p.

cover title, 13-36 p.

cover title, xv-xii p.

cover title, 2 p l, 40 p.

9 When the paging is very complicated it is generally advisable to give the total in brackets, instead of the separate paginations, adding as a note

Various paging

160 Paging. Indicate the number of pages by giving the last number of each paging, separating the numbers by a comma. The addition of unpaginated matter may be shown by a +, or the number of pages, ascertained by counting, may be given in brackets. Give paging in arabic or roman figures, according to the book. In unpaginated works, and in works having the pages lettered, or numbered in figures other than arabic or roman (*e. g.* Greek) the number of pages may be given in brackets, the signatures being noted only in the case of rare or important works.

161 Illustrations, etc. Give illustrations in the following order: frontispiece, illustrations, plates, photographs, portraits, maps, plans, facsimiles, tables, diagrams.

Give the number of plates, maps, etc., when it can be easily ascertained.

Plates, portraits, etc. are to be specified whether included in the paging or not.

162 Collation of rare works. In the case of rare works reference may also be made in notes to detailed descriptions and collations given in bibliographical works.

163 Imperfect copies. In cataloguing an imperfect copy, mention the deficiencies in a note.

164 Size. Give height of book in centimeters, exact to one-half centimeter. That is, if exact height be

169 ^{mm} (16 9 ^{cm})	write 17 ^{cm}
170 ^{mm} (17 ^{cm})	17 ^{cm}
171 ^{mm} (17 1 ^{cm})	17 ^{cm}
172 ^{mm} (17 2 ^{cm})	17 ^{cm}
173 ^{mm} (17 3 ^{cm})	17½ ^{cm}
174 ^{mm} (17 4 ^{cm})	17½ ^{cm}
175 ^{mm} (17 5 ^{cm})	17½ ^{cm}
176 ^{mm} (17 6 ^{cm})	17½ ^{cm}
177 ^{mm} (17 7 ^{cm})	17½ ^{cm}
178 ^{mm} (17 8 ^{cm})	18 ^{cm}
179 ^{mm} (17 9 ^{cm})	18 ^{cm}

When books are "narrow," "square," "oblong," or otherwise of very unusual size, give both dimensions, *e. g.*

17 x 10 ^{cm}	(a narrow book)
17 x 14 ^{cm}	(a square book)
17 x 28 ^{cm}	(an oblong book)

(*cf.* Cutter, 279 and pp. 155-156)

165 Atlases.* Atlases which accompany any given work are not as a rule to be catalogued separately. After imprint and collation write *and atlas*

Mahan, Dennis Hart Industrial drawing By D H Mahan New
York, J Wiley & sons, 1877
xii, 209 p col front (plan) illus. 24^{cm} and atlas of 30 fold pl 23½^{cm}

When the title of the atlas differs from that of the main work (and more par-

* Library of Congress supplementary rule 17

cularly when there is a special compiler) the form of entry usually adopted for indexes is to be preferred.

Mirabeau, Honoré Gabriel Riquetti comte de De la monarchie prussienne,
sous Frédéric le Grand — Londres, 1755.

4 v. front. (port.) pl., tables (partly fold.) 26cm

— Atlas de la monarchie prussienne Londres, 1755

2 p. l., 4 p., 93 pl., 10 maps, tables (partly fold.) 41cm

The maps are by Edme Mentelle.

Added entry Mentelle Edme.

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 1

The collation is to be given in a separate line immediately after the imprint (i. e. after place, publisher, and date) and in the following order: 1st, paging; 2d, illustrations; 3d, size.

PAGING

1 Paging is to be given for works of one volume only

2 When a work consists of more than one volume, give the number of volumes. If the volumes are paired continuously, add a note giving the paging:

3 v. 24cm

Paged continuously, v 1 vi, 535 p., v 2 1 p. l., 537-999 p., 2 l.

3 Give unnumbered printed pages in brackets

vi, 14-256 p.

xv, 12, 459 p.

8 p. l., 360, 165 p.

4 Give unpaired matter as leaves when one side of the leaf is blank

xii p., 2 l., 193 p.

See also 5.

5 Half-title, title, preface, contents, or other preliminary matter, when not included in paging, is to be specified as "preliminary leaves."

3 p. l., 350 p.

1 p. l., vi p., 1 l., 608 p., 2 l.

When the actual number of preliminary pages is either greater or smaller than that indicated by the first numbered page, write

4 p. l., iii-xii p. not 3 p. l., xii p.

5 p. l., xv-xx p.

but

vi, 351 p. not 2 p. l., vi-vi, 351 p.

6 Give numbered leaves as follows

118 numb. l.

10 p. l., 112 numb. l., 3 l.

2 p. l., 1 p., 180 numb. l., 4 p.

7 When the preface, contents, etc. are paged in roman, write

xii, 113-240 p. not 240 p.

See also 5

8 When a pamphlet or book, bound or unbound, has no other title-page than the cover-title, this is to be included in the collation

cover-title, 8, p.

cover-title, iii, 112 p.

cover-title, 13-36 p.

cover-title, v, xiii p.

cover title, 2 p. l., 40 p.

9 When the paging is very complicated it is generally advisable to give the total in brackets, instead of the separate paginations, adding as a note

Various paging

ILLUSTRATIONS

Illustrations are to be given in the following order and form front, illus,* pl,* phot., port, map (or maps), plan (or plans), facsim, tab, diagr. When there is more than one plate, portrait, etc., and the number is not specified in the collation, use the plural fronts, illus, plates, photos, ports, maps, plans, facsimis, tables, diagrs.

1 When the illustrations are colored, write col front, col plates, facsimis in colors etc., etc. In the case of maps and diagrams specify only when important

2 When frontispiece, plates, maps, etc are included in the paging, write
xvi, 357 p incl front, illus, plates, maps

3 Any illustration, other than an engraved title, facing or immediately preceding the title page shall be designated in the collation as a frontispiece, thus

front

front (port)

front (map)

but not

front (pl)

When the book contains other illustrations of the same character the specification after "front" is to be omitted

front, illus, plates, ports

not

front (port) illus, plates ports

When there are two or more volumes, all or some of which have frontispieces, write, as the case may be

4 v fronts

2 v front (v 2)

5 v fronts (v 1-2)

10 v fronts (v 1, 4)

4 When the number of plates, maps, etc can be easily ascertained e g when they are numbered, listed, or collected, or, if distributed through the text when they are on heavy paper, state the number

a) As given in the book

2 pl, 1 v maps

xliii pl, 8 maps

front, 30 pl (facsim)

not

curves

b

30 pl, 6 port, 3 maps

number in arabic

c) When there are two or more volumes and the plates etc are numbered separately in each volume give the total in arabic figures thus

3 v 40 pl

not

3 v x xvi xiv pl

d) In cataloging an imperfect copy give in the collation the number of plates etc which the book should contain and in a note state the defects of the copy in question

5 When the illustrations in the text include portraits maps facsimiles etc which form an important feature of the book and which would not otherwise be brought out, they may be specified in the collation as follows

2 p l 296 p illus (incl ports, maps facsim)

both in the text and

not illus (incl ports) port

* Illus as here used stands for illustrations in the text as distinguished from plates plate meaning a full page illustration printed on a leaf the verso of which is blank

illus. (incl. maps) ports., facsim.

not illus. (incl. ports., maps) port., facsim.

Tables in the text (when a feature of the book, e. g. tables in mathematical, statistical and technical works) are not to be regarded as included under "illustrations", they are to be specified in the collation, e. g.

487 p. incl. tables.

487 p. incl. illus., tables, diagrs.

When there are tables both in the text and in the form of plates, only the latter need, as a rule, be specified, e. g.

487 p. illus., tables.

When a book is chiefly made up of tables, e. g. tables of logarithms, annuities, etc., omit "tables" in the collation

6 For mathematical or mechanical diagrams use the abbreviation "diagr.," not "illus."

7 The word *music* is not to be used in collation. The fact that the book contains music is to be brought out in a note when not stated in the title

SIZE

1 Give the height of a book in centimeters, exact to one half centimeter. Thus, if the exact height be

169^{mm} (16 9^{cm}) write 17^{cm}

170^{mm} (17^{cm}) 17^{cm}

171^{mm} (17 1^{cm}) 17^{cm}

172^{mm} (17 2^{cm}) 17^{cm}

173^{mm} (17 3^{cm}) 17½^{cm}

174^{mm} (17 4^{cm}) 17½^{cm}

175^{mm} (17 5^{cm}) 17½^{cm}

176^{mm} (17 6^{cm}) 17½^{cm}

177^{mm} (17 7^{cm}) 17½^{cm}

178^{mm} (17 8^{cm}) 18^{cm}

179^{mm} (17 9^{cm}) 18^{cm}

If it is desired to give the exact measurement of a plate, map, or an extraordinary book (e. g. "microscopic" edition) give the size in millimeters, as,

271 x 345^{mm}

2 When books are "narrow," "square," or "oblong," or otherwise of very unusual size, give both dimensions, as,

17 x 10^{cm} (a narrow book, width less than ½ height)

17 x 14^{cm} (a square book, width more than ½ height)

17 x 28^{cm} (an oblong book, width more than height)

3 When there are two or more volumes of the same work differing in size, write

2 v. 18^{cm} (v. 2 15^{cm})

5 v. 25^{cm} (v. 1, 4 23^{cm})

3 v. in 1. 22^{cm} (v. 1-2 19^{cm})

4 When several pamphlets or works of different sizes are bound together, write

Haddonfeld, V J. Grand centennial celebration, July 14th, 1876, at Haddonfeld, V J. Programme. Philadelphia, W. Mann, printer, 1876,

(4) p. 10^{cm}, 11 104, Clement, John, Revolutionary reminiscences of Camden County, Camden, V J. 1876 25^{cm},

5 In the case of serials varying sizes may be indicated thus

24 v. 18-24^{cm}

The extra size of a given volume or volumes may be specified, when practicable, in the contents or in a note

6 When an atlas or a portfolio of plates accompanying any given work is not to be catalogued separately it is to be noted immediately after the collation of the work itself

a) When, as is usually the case, the atlas and the work are of different sizes, write

3 p. l., 100 p. illus. 25^{cm} and atlas of 40 pl. 27½^{cm}

4 v. 24^{cm} and portfolio of 24 pl. 30^{cm}

12 p., 1 l., 350 p., 1 l. front., illus. 18^{cm} and atlas. 23 x 25^{cm}

5 v. 20^{cm} and atlas of 18 pl., 14 maps. 28^{cm}

- b) When they are of the same size, write
 2 v and atlas 24^{cm}
 1 p l, vii, 400 p and atlas 26^{cm}

166 Series note Give the name of the series to which the book belongs in parenthesis after the collation preceded by *Half title* *On cover*, etc if the series does not appear on the title page (Eclectic 264-269)

The words "Half title," "On cover," etc may be omitted on written cards.

LIBRARY OF CONGRESS SUPPLEMENTARY RULE 2

1 The series note is to be given immediately after the collation in the form in which it occurs on the title page Its omission from the title is to be indicated by three dots ()

Hale Susan The story of Mexico by Susan Hale New York, G P Putnam's sons, etc, etc, 1889
 xvi 428 p col front illus, fold map 20^{cm} (The story of the nations (v 231)

Thilenius Georg Ethnographische ergebnisse aus Melanesien Von dr G Thilenius Halle Druck von E. Karras in commission bei W Engelmann, Leipzig 1903-03
 2 v illus xxv pl (incl 2 maps) 32 x 24^{3/4}cm. (Nova acta. Abh der Kaiserl Leop Carol deutschen akademie der naturforscher, lvi LXXX nr 1-2)

2 When the series is not given on the title page the form in which it appears is to be specified as follows

a) When it occurs on a special title page, on the half title, or on the cover, write in the usual place

(*Added t p* Les littératures populaires de toutes les nations t XLIV)
 (*Half title* Early English text society Extra series no LXXXII)
 (*Half title* Riverside edition The writings of Whittier, v 7)
 (*On cover* True stories of great Americans)
 (*On cover* The complete writings of Theodore Roosevelt)

Repeat the author's name in the series note when the latter would otherwise be ambiguous, thus

Pérez Galdós Benito 1845- Miau por B Pérez Galdós Madrid Impr de la Gurnalda 1888
 432 p 19^{cm} (*On cover* Novelas españolas contemporáneas por B Pérez Galdós)

If the authorship is self-evident, omit the author's name, as,

(*Half title* Complete works v 8)

not
 (*Half title* Complete works of William Wordsworth, v 8)

When the series entry is other than a title entry, i e an entry under author, editor, publisher, society, etc., the latter should be included in brief form in the series note, thus

Hawes Stephen d 1523? The pastime of pleasure by Stephen Hawes
 London Printed for the Percy society, by T Richards 1845
 2 p l, xi 220 p 19^{3/4}cm (*Added t p* Percy society Early English poetry 1846 vol xviii)

b) When the information is obtained from publisher's list in the book, or from outside sources, use brackets instead of parenthesis, as,

International scientific series, v 15

3 When the series title occurs both on the regular title page and on a separate title page the following form is to be used

Aust Emil Die religion der Römer Von Emil Aust Münster I W Aschendorff 1899
 viii 268 (1) p 24^{3/4}cm (*Added t p* Darstellungen aus dem gebiete der nichtchristlichen religionsgeschichte xiii)
 Series title also at head of t p

CONTENTS, NOTES, ADDED ENTRIES, ANALYTICAL ENTRIES, REFERENCES

157 **Contents** Give contents of books containing several works by the same author or works by several authors or works on several subjects or a single work on a number of distinct subjects especially if the collective title does not sufficiently describe them.

The designation of parts volumes fasciculi or other divisions of a work is to be given in the language of the book. (cf 174, Figures Contents)

Give contents in the order in which they appear in the book * and in paragraph form rather than in columns except in special cases where the latter arrangement has decided advantages. In case different parts are written by different authors, let the name of the author follow rather than precede the title provided always this is the order of arrangement in the book.

(Cutter 251-253)

Chicago University Investigations representing the departments of
modern languages and literature, Ethical and political Greek

Contents Greek papers from the Carlo emilia, together with papers of

141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 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2313 2314 2315 2316 2317 2318 2319 2320 2321 2322 2323 2324 2325 2326 2327 2328 2329 2330 2331 2332 2333 2334 2335 2336 2337 2338 2339 2340 2341 2342 2343 2344 2345 2346 2347 2348 2349 2350 2351 2352 2353 2354 2355 2356 2357 2358 2359 2360 2361 2362 2363 2364 2365 2366 2367 2368 2369 2370 2371 2372 2373 2374 2375 2376 2377 2378 2379 2380 2381 2382 2383 2384 2385 2386 2387 2388 2389 2390 2391 2392 2393 2394 2395 2396 2397 2398 2399 2400 2401 2402 2403 2404 2405 2406 2407 2408 2409 2410 2411 2412 2413 2414 2415 2416 2417 2418 2419 2420 2421 2422 2423 2424 2425 2426 2427 2428 2429 2430 2431 2432 2433 2434 2435 2436 2437 2438 2439 2440 2441 2442 2443 2444 2445 2446 2447 2448 2449 2450 2451 2452 2453 2454 2455 2456 2457 2458 2459 2460 2461 2462 2463 2464 2465 2466 2467 2468 2469 2470 2471 2472 2473 2474 2475 2476 2477 2478 2479 2480 2481 2482 2483 2484 2485 2486 2487 2488 2489 2490 2491 2492 2493 2494 2495 2496 2497 2498 2499 2500 2501 2502 2503 2504 2505 2506 2507 2508 2509 2510 2511 2512 2513 2514 2515 2516 2517 2518 2519 2520 2521 2522 2523 2524 2525 2526 2527 2528 2529 2530 2531 2532 2533 2534 2535 2536 2537 2538 2539 2540 2541 2542 2543 2544 2545 2546 2547 2548 2549 2550 2551 2552 2553 2554 2555 2556 2557 2558 2559 2560 2561 2562 2563 2564 2565 2566 2567 2568 2569 2570 2571 2572 2573 2574 2575 2576 2577 2578 2579 2580 2581 2582 2583 2584 2585 2586 2587 2588 2589 2590 2591 2592 2593 2594 2595 2596 2597 2598 2599 2600 2601 2602 2603 2604 2605 2606 2607 2608 2609 2610 2611 2612 2613 2614 2615 2616 2617 2618 2619 2620 2621 2622 2623 2624 2625 2626 2627 2628 2629 2630 2631 2632 2633 2634 2635 2636 2637 2638 2639 2640 2641 2642 2643 2644 2645 2646 2647 2648 2649 2650 2651 2652 2653 2654 2655 2656 2657 2658 2659 2660 2661 2662 2663 2664 2665 2666 2667 2668 2669 2670 2671 2672 2673 2674 2675 2676 2

of the book if first published serially, no more published, imperfections in copy, bound with something else.*

(Cutter, 284)

Almard, Gustave. The border rifles, a narrative; by Gustave Almard ...
Rev. and ed. by Percy B. St. John

Translation of *Les rôdeurs des frontières.*

Sequel of Trappers of Arkansas Sequel: The freebooters.

Added entry: *St. John, Percy Bolingbroke, ed.*

P. B. St. John. The social and economic character of the ... a complete history of the

169 Added entries. In addition to those specified in previous rules, make added entries for the titles of all novels and plays and of poems likely to be remembered by their titles; for other striking titles; for editors; and in all cases where an added entry will insure the ready finding of the book. (Cutter, 135, 148-150, 153-155. Eclectic, 301-309, 315-319)

170 Analytical entries. Analytical entries under author or title may be made for distinct parts of works or collections, whether with or without separate title-pages. (Cutter, 193-196, 241, 275)

171 References. References should be freely made from alternative forms to the form of heading chosen, e. g. when an author, personal or corporate, has been known by more than one name, refer from the name or names not used as heading to the one selected.

Lubbock, Sir John, see Avebury, John Lubbock, 1st baron.

Columbian university, Washington, see George Washington university

Specific directions are given in the preceding rules. *cf. also* 169 and Cutter, 110, 285-286.

* The following order is usually adopted by the Library of Congress for its printed cards:

1 Series note (in parenthesis) immediately after collation

2 Descriptive and bibliographical notes

a) Physical description: collation, etc., e. g.

Paged continuously

Illustrations.

Large paper.

Limited edition.

b) Literary form and notes explaining the title, e. g.

Poems.

Drama

c) Notes on authorship, editors, etc.

d) Bibliographical history of the book, e. g.

Relation to other editions.

Original issue.

No more published.

e) Partial contents, as

Bibliography: p. —

Appendix: p. —

f) Contents.

CAPITALS, PUNCTUATION, FIGURES

372 Capitals. Initial capital letters are to be used for names of persons, personifications, places, and bodies, for substitutes for proper names, and for adjectives derived from these names, for the first word of the title of a book, in title entries (anonymous works, periodicals, etc.) for the second word of the title if the first is an article. In all doubtful cases avoid the use of capitals. In foreign languages follow the local practice.

For libraries which desire a more specific statement the following revision of the Library of Congress rules on the use of capitals, printed as Appendix I in the Advance edition of 1902 may be of service

a) Capitalize the first word of every sentence every title occurring on the title-page every title quoted and every alternative title introduced by 'or' or its equivalent. In quoting titles of serials like the Nation the Times la Revue philanthropique capitalize not the article but the word following

Soldiers three The story of the Gadsbys, in black and white by Rudyard Kipling
Selections from the Idylls of the King
Palmer's index to the Times newspaper

b) Capitalize the word following an initial article in serials and collections, when entered under title.*

The Quarterly journal of economics.
A Hundred merry tales.

c) Capitalize all proper names as names of persons places etc. except those otherwise provided for in these rules.

Richard Roe North America, etc.

d) Adjectives used substantively to denote a race or individual members of a race or people are to be capitalized in the chief European languages exceptions being Spanish Portuguese and the Scandinavian languages

the English, une Française gli Italiani but los españoles, danskerne tyskerne.

e) In English when a geographic name consists of a distinctive and a generic word, capitalize both †

Mississippi River Bay of Fundy District of Columbia, Suffolk County Adirondack Mountains, Lake Ontario.

When however the generic word precedes and does not form an integral part of the commonly used form of the name it is not to be capitalized

city of Boston state of Michigan.

f) Capitalize designations in common use as substitutes for names of places and the terms North East etc. when used alone to denote a definite region

the Empire state the Middle Kingdom la terre Jaune l'empire du Milieu, the West

g) Adjectives derived from geographical names are to be capitalized in English and Dutch only

the Austrian succession, de Indische fabriek but rheinische schiffahrt, la société parisienne

* In the titles of anonymous books the word following an initial article is not capitalized, but is printed in bold-face type

† In names of streets, avenues, squares, and similar designations the generic word is not as a rule to be capitalized

Exceptions:

1 Do not capitalize geographical adjectives that have lost their original signification.

India ink, gum arabic, roman numerals.

2 Capitalize the German indeclinable adjectives ending in *er*,
die Naunheimer mundart.

3 Capitalize adjectives used alone in place of the full names of buildings, institutions, etc.

la Vaticana, la Palatina, etc.

h) Capitalize names of languages in English and Dutch only.

French, Maleisch; *but* français, deutsch.

i) Adjectives derived from names of persons — unless used in a generic sense — are to be capitalized in English and Dutch. In other languages follow local usage.

Machiavellian theories, Riemannsch oppervlak; *but* epicurean tastes, Società dantesca italiana.

j) Capitalize by-names affixed to and epithets standing in place of names of persons.

Gregorius Turonensis, Alexander the Great, Friedrich Barbarossa, Julianus Apostata, the Pretender.

k) In English and Dutch, capitalize titles of honor and distinction immediately preceding or standing instead of a person's name. They are not to be capitalized when placed after the name. In French, German, Italian, Spanish, and the Scandinavian languages such titles are to begin with a small letter whether they precede or follow the name.

Saint Luke, Earl Spencer, Lieutenant-General Grant, Bishop of Albany, Kolonel Sloterdijk; *but* John Stanley, earl of Derby, sainte Brigitte, le duc de Guise, l'abate Antonio Coppi, Otto fürst von Bismarck.

Abbreviations of titles of honor or distinction preceding personal names are to be capitalized in English, French, Dutch, and Spanish only.

the Rt. Rev. Phillips Brooks, le Cte. Weill, Ste. Brigitte, Jonkhr. W. de Rivcourt, M. R. P. Fr. Bartolomé Alvarez del Manzano, *but* il prof. Turello, priv.-doz. Rohrer.

l) Capitalize titles of address, whether written in full or abbreviated, except in German and the Scandinavian languages.

Monsieur, Madame, Signor, Señor, Don, Donna, Mrs., Mlle.; *but* herr, fröken, fru, jomfru.

m) Capitalize the first word not an article of the names of societies and other organized bodies, as government departments, legislative bodies, commissions, etc. In heading and imprint capitalize both the initial article and the following word.

the General court.
A history of the Century co
New York, The Century co., 1899

When, however, the first portion of the name consists of an abbreviation like I, K., R., etc. (the honorary designations frequently prefixed to names of foreign societies and academies) proceed as follows

a) *In title, imprint, notes, and contents*

Capitalize the word following the titular designation when the latter consists of a single-letter abbreviation, e.g. K., I., R., or K. K.

R. Accademia delle scienze di Torino
K. K. Akademie der bildenden Künste.
N. O. Gewerbeverein

II the abbreviation consists of more than one letter do not capitalize the word following

Kgl. Akad. Ministerium des Innern.
Königl. bayr. Akademie der Wissenschaften
Grossherzogtl. badische Hof- und Landesbibliothek.
Kied. österr. Gewerbeverein.

b) *In headings*

Always capitalize the word following the abbreviation

K. Akademie der Wissenschaften *München*
Karlsruhe Grossh. Badische Hof- und Landesbibliothek.

n) Capitalize in English the first word of the names of buildings monuments etc. In foreign languages follow local usage

Assembly hall, Peace monument l'Hôtel de ville de Paris tour des Ventes

o) Capitalize in names of societies and other bodies and in names of streets, buildings monuments etc. all arbitrary fanciful or otherwise purely individual epithets including such words as have lost their original meaning

Star and Garter Inn Court of Oyer and Terminer Covent Garden (the theatre)
Inner Temple

p) Capitalize names of months days of the week etc. in English and Dutch only, also nouns denoting partisans of sects religious orders political parties etc. and adjectives derived from them.

Maandag, Baptists, Trappist, Whigs *but* samedi le 29 avril janseniste, benedictino

Names of noted events and periods are not to be capitalized

middle ages civil war reformation

q) When occurring in the Latin nominative case scientific names of subgenera, genera, and all higher divisions in zoology and botany are to be capitalized, but names of species and varieties are not to be capitalized. All zoological and botanical names in the Latin nominative case are to be italicized. Scientific names popularly used are to take capitals and italics when they are names of divisions of the animal or vegetable kingdom, as *Mammalia Fungi* and not mere group names unrecognized in scientific nomenclature, as *cacti* "

Lilium grayi, not *Lilium Grays*
Sabrinia natans but *De sal. una natans*
The genus *Stereocaulon* but *De stereocaulis*.
Genus *Hypnum* subgenus *Amblystegium*
Loasaceae but *loasaceen*
Rosaceae but *rosaceen*

r) Do not capitalize common nouns in any language even when national usage prescribes it.

Exceptions

1 Do not capitalize geographical adjectives that have lost their original signification

india ink gum arabic roman numerals.

2 Capitalize the German indeclinable adjectives ending in *er*

die Naunheimer mundart

3 Capitalize adjectives used alone in place of the full names of buildings institutions etc

la Vaticana la Palatina etc

h) Capitalize names of languages in English and Dutch only

French Maleisch *but* français deutsch

i) Adjectives derived from names of persons ---unless used in a generic sense--- are to be capitalized in English and Dutch In other languages follow local usage

Machiavellian theories R emannsch oppervlak *but* ep curean tastes Soc età dantesca italiana

j) Capitalize by names affixed to and epithets standing in place of names of persons

Gregorius Turonensis Alexander the Great Friedrich Barbarossa, Julianus Apostata, the Pretender

k) In English and Dutch capitalize titles of honor and distinction immediately preceding or standing instead of a person's name They are not to be capitalized when placed after the name In French German Italian Spanish and the Scandinavian languages such titles are to begin with a small letter whether they precede or follow the name

Saint Luke Earl Spencer Lieutenant-General Grant Bishop of Albany Kolonel Sloterdijk *but* John Stanley earl of Derby sainte Brigitte le duc de Guise labate Antonio Coppi Otto fürst von Bismarck.

Abbreviations of titles of honor or distinction preceding personal names are to be capitalized in English French Dutch and Spanish only

the Rt Rev Phillips Brooks le Cte Weil Ste Brigitte Jonkhr W de Rivecourt M R P Fr Bartolomé Alvarez del Manzano *but* el prof Turello privador Rohrer

l) Capitalize titles of address whether written in full or abbreviated except in German and the Scandinavian languages

Monsieur Madame Signor Señor Don Donna Mrs. Mlle *but* herr fröken fru jomfru.

m) Capitalize the first word not an article of the names of societies and other organized bodies as government departments legislative bodies commissions etc. In heading and imprint capitalize both the initial article and the following word

the General court
A history of the Century co
New York, The Century co 1899

In *collation* give paging, plates, etc. in arabic or roman figures according to the notation used in the book.

In *contents* arabic figures are generally to be used for the designation of volumes, parts, etc.,* unless roman figures have been employed for the purpose of distinguishing between volumes and parts, *bände* and *abteilungen*, etc.

For explanation of numerals, dates and chronograms *see* Brown's *Manual of practical bibliography*, Power's *Handy book about books*, Wheatley's *How to catalogue a library*, Hilton's *Chronograms*, Rouveyre's *Connaissances nécessaires à un bibliophile*, 5th ed., v. 2, and other authorities

* Library of Congress follows the form given in the book.

173 Punctuation The punctuation of the title page is generally to be followed, if there is no punctuation it is to be supplied. As far as possible the use of two points together is to be avoided.

In case of doubt follow De Vinne's "Correct composition," or Bigelow's "Punctuation."

Accents Supply accents in Greek titles, in French titles after 1800, and in titles in other languages when essential.

Brackets Additions to the title or to the imprint should be inclosed in square brackets []*

If the author's name is not given on the title page it should be bracketed in the heading, but if it appears on the title page and is included in the catalogue entry, names or parts of names supplied in the heading need not be bracketed.

In the series note, when the information is obtained from a publisher's list in the book or from outside sources use brackets instead of parentheses.

Parentheses Parentheses are used to signify inclusion as in the case of series notes and analytical references, also to indicate the maiden names of married women.

Dash The dash (-) is used to connect numbers signifying "to and including" e. g. 1876-1886. Following a number it signifies continuation e. g. 1900-

A longer dash (—) is used to separate items of contents.

A single dash or indent indicates the omission of the preceding heading, a subsequent dash or indent indicates the omission of a title.

Marks of omission Marks of omission () are used to indicate omissions from the title.

Interrogation point The interrogation point following a word, date, initial, or other item of the entry, signifies doubtful or probable.

Exclamation point The exclamation point is used on printed cards to indicate misprints or obvious errors in spelling. In a written card catalogue dots below () the letter or word are used for the same purpose.

Period The period is used (a) for abbreviations but not after 1st 2d 3d 4th etc., (b) at the end of sentences or groups of items (e. g. in collation) when they end with no other point, (c) to separate the main heading from the subheading, (d) in contents (followed by a dash) to separate items.

Semicolon A semicolon is ordinarily used to separate the title proper from the phrase relating to the editor, translator, etc.

174 Figures Use arabic figures rather than roman.

In headings roman numerals are to be used after the names of sovereigns, princes, and popes.

Richard III. Leo XIII.

In titles follow the title page except in specifying edition when arabic figures may be used.

8th ed. not 8th ed.

In imprint follow rule 155.

* On the Library of Congress printed cards angle brackets <> are used for purposes of distinction to indicate brackets actually occurring on the title page.

In *colliques* give paging plates, etc. in arabic or roman figures according to the notation used in the book.

In *codices* arabic figures are generally to be used for the designation of volumes, parts, etc.,* unless roman figures have been employed for the purpose of distinguishing between volumes and parts, *bände* and *abteilungen*, etc.

For explanation of numerals, dates and chronograms see Brown's *Manual of practical bibliography*, Power's *Handy book about books*, Wheatley's *How to catalogue a library*, Hilton's *Chronograms*, Rouveyre's *Connaissances nécessaires à un bibliophile*, 5th ed., v. 2 and other authorities.

* Library of Congress follows the form given in the book.

APPENDIX I

ABBREVIATIONS

The following list is not intended to be complete. It does not include the ordinary abbreviations for names of state of honors, titles, etc., which can be easily ascertained by referring to the authorities mentioned below.

The ordinary abbreviations for states and countries may be used in a heading if they do not stand at the beginning.

Words in the title proper are not to be abbreviated. Certain abbreviations, indicated in the following list, may be used in the second part of the title (referred to below as "edition") Abbreviations which appear on the title-page are not to be changed.

In a written card catalogue abbreviations may be used more frequently than is desirable for printed cards

		<i>Where to be used</i>
abtellung, abtheilung	abt., abth.	series, notes, contents
Anno Domini	A. D.	heading, notes
appendix	app *	series, notes, contents
archbishop	abp	heading
auflage	aufl	edition, notes
augmented	augm *	edition
ausgabe	ausg	edition, notes
band	bd *	series, notes, contents
baronet	bart	heading
bearbeitet	bearb *	edition
Before Christ	B. C.	heading, notes
bishop	bp	heading
born	b	heading
century	cent	heading
chapter	chap.	notes
circa	ca	heading, notes
collector	col	heading
colored	col	collation
columns	col	collation
compiled	comp *	edition, notes
compiler	comp	heading
confer (compare)	cf	notes
Congress	Cong	heading, series (e g 49th Cong, 2d sess.)
copyright	c (superior)	imprint (e g © 1878)
corrected	cor *	edition
County	Co	heading, notes
department	dept	heading, imprint, series, notes
diagram, -s	diagr, diagr.	collation
died	d.	heading
dissertation	diss.	note for dissertations
document	doc	series, notes, (for public documents)
edited	ed *	edition, series, notes
edition	ed *	edition, notes
édition	éd	edition notes
editor	ed.	heading

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling e g, augm for augmentée, impr for impré, pub for publié, tr for traduit, etc, etc

errand messenger	err L-p.	notes
error	err	heading
escape	est	edition
extract, -s	extract, extracts	collation
extract, -s	extr ^s	series, notes, contents
fact	fact	collation
fact, -s	fact	collation
factories, -s	fact, facts	collation, notes
philological	factal	collation
Government printing	Govt. print. off.	imprint
office		
let	let ^s	series, notes, contents
holograph	holog	edition, series, notes
His (Her) Majesty's Sta-	H. M. Stationery off.	imprint
tionary office		
illeg	illeg	heading, collation, notes
illustration, -s	illustr	collation
illustrator	illus ^s	heading
imprint	impr ^s	imprint
imprint-illustration	impr-illus	note for illustrations
intending	intend	collation
introduction	introd	notes
introduction	introd	notes
inter	inter	heading, notes
int, intms	int	collation
intending	intg	series, notes, contents
intention	intt	series, notes, contents
manuscript, -s	man, ms	heading, notes
manuscript document	man. doc.	series, notes, (for public documents)
manuscript	man	collation
manuscript	man ^s	series, notes
manuscript	man ^s or new ser.	series, notes
manuscript	man	imprint
manuscript	man	imprint
manuscript	man	edition
manuscript	man	series, notes, contents
manuscript	man	collation
manuscript	man	collation
manuscript	man	collation, notes
manuscript	man	series, notes, contents
manuscript	man	series, notes, contents
manuscript	man	collation
manuscript	man	collation
manuscript	man	imprint, notes
manuscript	man	heading
manuscript	man	imprint
manuscript	man	heading
manuscript	man	edition, series, notes
manuscript	man	heading
manuscript	man	heading
manuscript	man	series, notes, (for pub- documents)
manuscript	man	edition, notes
manuscript	man	heading, notes
manuscript	man	series, notes, contents
manuscript	man	series, notes, contents
manuscript	man	notes
manuscript	man	collation
manuscript	man	heading
manuscript	man	series, notes, contents
manuscript	man	collation
manuscript	man	series, notes, contents
manuscript	man	series, notes
manuscript	man	series, notes, contents

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, e.g., sign. for sign., month, sept. for September, pub. for public, tr. for transit, etc. etc.

APPENDIX I

ABBREVIATIONS

The following list is not intended to be complete. It does not include the ordinary abbreviations for names of state or honors titles etc. which can be easily ascertained by referring to the authorities mentioned below.

The ordinary abbreviations for states and countries may be used in a heading if they do not stand at the beginning.

Words in the title proper are not to be abbreviated. Certain abbreviations, indicated in the following list, may be used in the second part of the title (referred to below as "edition"). Abbreviations which appear on the title page are not to be changed.

In a written card catalogue abbreviations may be used more frequently than is desirable for printed cards.

		<i>Where to be used</i>
Abteilung abtheilung	abt, abth	series notes, contents
Anno Domini	A D	heading notes
appendix	app*	series notes contents
archbishop	abp	heading
aufilage	aufi	edition notes
augmented	augm*	edition
ausgabe	ausg	edition notes
band	bd*	series notes contents
baronet	bart	heading
bearbeitet	bearb*	edition
Before Christ	B C	heading notes
bishop	bp	heading
born	b	heading
century	cent	heading
chapter	chap	notes
circa	ca	heading notes
collector	col	heading
colored	col	collation
columns	col	collation
compiled	comp*	edition notes
compiler	comp	heading
confer (compare)	cf	notes
Congress	Cong	heading series (e.g. 49th Cong. 2d sess.)
copyright	c (superior)	imprint (e.g. © 1878)
corrected	cor*	edition
County	Co	heading notes
department	dept	heading imprint series notes
diagram -s	diagr, diagrs.	collation
died	d	heading
dissertation	diss.	note for dissertations
document	doc.	series notes (for public documents)
edited	ed*	edition series notes
edition	ed*	edition notes
édition	éd	edition notes
editor	ed	heading

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling: e.g., augm for augmentée, impr for imprenta, pub for public, tr for traduit, etc. etc.

APPENDIX 2

REPORT OF THE A. L. A. TRANSLITERATION COMMITTEE

This Report was made to the American Library Association in 1883, and printed in the Proceedings of the Lake George Conference, and in the *Library Journal* 10 302-8

In determining the principles of transliteration it must be remembered that a catalogue is not a learned treatise intended for special scholars and bound to an erudite consistency, at whatever cost of convenience. It is simply a key to open the doors of knowledge to a partly ignorant and partly learned public, and it is very important that such a key should turn easily. A good catalogue therefore, will be a compromise between the claims of learning and logic on the one hand, and of ignorance error, and custom on the other. Speaking generally, that form of name must be chosen with which people now are and in the future will be, most familiar. This reference to the future is important. The catalogue must not be in advance of its age, but, on the other hand it will not be well that it should be behind the next generation. If therefore there is an evident current of progress in any direction the makers of the catalogue will do well to be a little before the present practice in the hope that the world will soon catch up with them, not to pass them before the catalogue itself has been superseded by another. The larger the catalogue, therefore and the less likely to be soon reprinted the more may it venture to be ahead of the times. Nevertheless the maker will do well to remember that the future is very uncertain.

One evident current of progress there is — in favor of adopting the continental value of the vowels representing the *ou* sound for instance not by *ou* nor by *oo* (as does Dr Thomas) but by *u*, writing therefore, Butan not Boutan nor Bootan Turgenef and not Tourgueneff, using also *a* and not *ah* for the sound of *a* in father papa (speaking as a New Englander), using the *i* for the English *e* sound, and giving what are unfortunately called the corresponding short sounds by doubling the following consonant, thus Nānā would be spelt with one *n* but Nanny with two. This tendency which has been gathering strength for some time has at last received the sanction of an influential body, the Royal Geographical Society and can be followed with safety.

The following notes are taken mostly from Mr Heilprin's articles in the *Nation* —

1 For ancient Greek names use the Latin forms *e g* Homerus not Homeros, Plato not Platon Philippus not Philippos. But where two forms are in common use choose that which is nearest the Greek.

2 For Egyptian names known to us through the Greek, both the Greek and the Egyptian forms (as Cheops and Shufu) should be given with a reference from the one which is not chosen for the main entry

translated	tr [*]	edition, notes
translator	tr	heading
typographie	typ	imprint
übersetzt, uebersetzt	übers., uebers	edition, notes
umgearbeitet	umgearb.	edition
verbesserte	verb.	edition
vermehrte	verm	edition
volume, -s	v	collation, series, notes, contents
Volume, -s	Vol	notes (at beginning)
versus	vs.	heading
* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, e g, augm for augmentée, impr for imprenta, pub for publié, tr for traduit, etc , etc		* 'og, 4th ed, p 157- * p 71-77; Library

* The same abbreviation may be used for the corresponding word in another language when the abbreviation commonly used in that language has the same spelling, e g, augm for augmentée, impr for imprenta, pub for publié, tr for traduit, etc , etc

The amplification of the rules is given below

Letter	Pronunciation and remarks	Examples	Letter	Pronunciation and remarks	Examples
a	ah, a as in father	Java, Banda	j	English <i>j</i> . <i>Dj</i> should never be put for this sound	Japan, Jinchuan
c	ah, a as in <i>benefit</i>	Tel-el-Kahir Oldish, Yemo, Medina, Lo- vika, Pers	k	English <i>k</i> . It should always be put for the hard <i>c</i> . Thus, not <i>Ceres</i> but Thurs, not <i>Ceres</i> but	Korea Khan
l	English <i>l</i> ; a as in <i>lure</i> , the sound of <i>as</i> in <i>best</i> . Thus, not <i>Feyen</i> , but	Fij, Hindi	kh	the Oriental guttural	Dagh Chan
e	e as in <i>mate</i>	Toko	gh	is another guttural, as in the Turkish	
o	long o, as in <i>foe</i> ; the sound of <i>o</i> in <i>best</i> . Thus, not <i>Zee-oo</i> , but	Zulu, Sematra	l	as in English	
u	All vowels are shortened in sound by doubling the following consonant. Doubling of a vowel is only necessary where there is a distinct repetition of the vowel sound	Yarra, Tanna, Mecca, Jeddah, Benny	m	has two separate sounds, the one hard as in the English word <i>finger</i> the other as in <i>mayor</i> . At these two sounds are rarely employed in the same locality so it seems to be made to distinguish between them	
n	English <i>i</i> as in <i>ivy</i>	Najda, Oomsa Shanghai	ng	as in English	
ss	ss as in <i>less</i> . Thus, not <i>Fachss</i> but	Fuchan	p	should never be employed as is given as <i>pw</i>	Kwangung
oo	is slightly different from above	Macao	q	as in English	Savdan
u	is the sound of the two Italian vowels, but is frequently stirred over when it is scarcely to be distinguished from <i>u</i> in the English story	Berd, Belili	r	is always a consonant, as in <i>yard</i> , and therefore should never be used as a terminal, <i>e</i> or <i>o</i> being understood. Thus, not <i>Mahomed</i> but not Kwaly but	McMiddin Kwale
b	English <i>b</i>	Celebes	s	English <i>s</i>	Zulu
c	is always soft, but is so nearly the sound of <i>t</i> that it should be seldom used. (<i>Celebes</i> were not already recognized it would be written <i>Seleses</i>)	Chingchin	x	Accents should not generally be used, but when there is a very decided emphatic syllable or stress, which affects the sound of the word, it should be marked by an acute accent	Tongatiba, Galapagos, Faid-wia, Sarivak
ch	is always soft as in <i>church</i>	Hakong, Nala			
d	English <i>d</i>	Galapagos			
f	English <i>f</i> . <i>ph</i> should not be used for the sound of <i>f</i> . Thus, not <i>Himphong</i> but				
g	is always hard. (Soft <i>g</i> is given by <i>j</i>)				
h	is always pronounced when inserted				

A few points need to be emphasized. Of course the consonantal sound in *tsch* should never be expressed in transliteration by the Polish *cz* nor by the German *tsch*. *Tsch* has been much used for this sound but the *t* is hardly necessary if as the Geographical Society recommend *ck* is always used with this sound only and never with the sound *sh*. Of course there is no reason why *ck* should be used in foreign names with the sound *sh* any more than *j* with the sound *zh*. All that was needed to prevent ambiguity was for some competent authority to make a rule, and these rules of the Geographical Society will no doubt soon be copied into all manuals and followed by the majority. In this connection we express our regret that a new edition of Dr Thomas's excellent Dictionary of Biography continues to give his support to what we believe is an obsolescent system of transliteration.

Nor should the consonantal sound in *judge* be rendered by the English *dg* nor the French *dj* nor the German *dsch* but by *j* alone. Likewise the consonantal

3 *Biblical* names are to be written as we find them in the English Bible, and the names of post Biblical Jews, if derived from the Scriptures, should retain their Anglicized form. On the other hand, a strict transliteration is demanded of rabbinical and other more or less pure Hebrew names which are not taken from Scriptures, and therefore have no popular English forms to which, again there is an exception in the case of a few celebrated Jewish authors as Maimonides, where an un-Hebrew form has been fully adopted in English literature.

East *Indian* names have such long accepted forms that it might well be doubted whether it will do to use any others. Cashmere, Mooltan, Jellaleddin, Punjaub, have taken their places in literature and in the popular mind. Nevertheless as the better system which writes Kashmir, Multan, Jalal ud Din, Punjab, is now adopted in most histories, in all official documents, among others in Hunter's great statistical dictionary of Bengal, it is evident that it is the coming method, and, in accordance with the principles already laid down, we are inclined to recommend this spelling rather than the clumsy English fashion of the last generation.

All other *Asiatic* and *African* names should be transliterated according to the rules of the Royal Geographical Society, which we quote here from their Proceedings for August, 1885 (p. 535, 536).

The Council of the Royal Geographical Society have adopted the following rules for such geographical names as are not, in the countries to which they belong, written in the roman character. These rules are identical with those adopted for the Admiralty charts, and will henceforth be used in all publications of the society —

1 No change will be made in the orthography of foreign names in countries which use roman letters: thus, Spanish, Portuguese, Dutch, etc. names will be spelled as by the respective nations.

2 Neither will any change be made in the spelling of such names in languages which are not written in roman characters as have become by long usage familiar to English readers: thus, Calcutta, Cutch, Celebes, Mecca etc. will be retained in their present form.

3 The true sound of the word as locally pronounced will be taken as the basis of the spelling.

4 An approximation however, to the sound is alone aimed at. A system which would attempt to represent the more delicate inflections of sound and accent would be so complicated as only to defeat itself.

5 The broad features of the system are, that vowels are pronounced as in Italian and consonants as in English.

6 One accent only is used — the acute — to denote the syllable on which stress is laid.

7 Every letter is pronounced. When two vowels come together each one is sounded, though the result, when spoken quickly, is sometimes scarcely to be distinguished from a single sound, as in *ai*, *au*, *ei*.

8 Indian names are accepted as spelt in Hunter's Gazetteer.

Semitic transliteration*

Arabic	Hebrew	Syriac	Ethiopic	English
ا	א	ܐ	አ	
ب	ב	ܒ	በ	b
ت	ת	ܬ	ተ	t
ث	"	"	"	ṭ (th in thin)
ج (d)	ج (g)	ܓ (g)	ገ (g)	j in Arabic, elsewhere g
ح	ח	ܚ	ሐ	h
خ	ך	ܚ	ከ	h
د	ד	ܕ	ደ	d
ذ	"	"	"	ḏ (th in this)
ر	ר	ܪ	ረ	r
ز	ז	ܪ	ረ	z
س	ס	ܫ	ሰ	s
ش	ש	ܫ	ሰ	ṣ
ص	שׁ (ṣ)	ܫ	ሠ	ṣ (sh)
ض	צ	ܥ	ረ	s
ط	ט	ܬ	ሐ	d
ظ	ע	ܥ	ሐ	t
ف	פ	ܦ	ሐ	z
ق	ק	ܩ	ሐ	‘
ك	כ	ܩ	ሐ	ḡ
ل	ל	ܠ	ሐ	ḡ (Hebrew and Syriac p or f)
م	מ	ܡ	ሐ	p or f
ن	נ	ܢ	ሐ	k or q
ه	ה	ܢ	ሐ	h
و	ו	ܐ	ሐ	l
ز	ז	ܐ	ሐ	m
ح	ח	ܐ	ሐ	n
خ	ך	ܐ	ሐ	h
د	ד	ܐ	ሐ	w
ذ	ד	ܐ	ሐ	y

* Table furnished to the Committee by Prof C H Toy of Harvard University
For the transliteration of Hebrew and Arabic, use the system indicated in the Jewish
Encyclopedia, v. 1, N. Y., 1903, p. 12-13.

sound in *she* is not to be written after the French style, *ch*, nor as the Germans do, *sch*. The sound which the French transliterate by *j* we must express by *zh* (e g Nizhni Novgorod). *Tz* is best used in Semitic and Slavic names, and *ts* in Japanese and Chinese. For the Semitic "yod" *y* is the proper equivalent, and not the German *j*. But after a consonant in the same syllable it is usual to change the *y* to *z* (Biela not Byela) and in Russian names *ai*, *ei*, *oi*, *ui* are used instead of *ay*, *ey*, *oy*, *uy* (Alexei not Alexey). After *z* the *y* is dropped (Dobni not Dobniy). *W* is to be used rather than *z* in Arabic names (e g Moawiyah). But the Russian, Serb, Bulgarian, and Wallach contain no such sound or letter as *w*, and we must write Paskevitch, Vasil, not as do the Germans Paskewitch Wasili. In the last syllable of names of places (Azov, Kiev) *ev* and *ov* are to be used, because the Russians use the corresponding letter, though they pronounce *e/* and *o/* (in the nominative cases). But in the last syllable of family names similarly pronounced, *o/* and *e/* may be used, because the Russians sign their names *off* and *eff* when using roman characters. The last *j*, which they use may be omitted as being plainly not required to express the sound and not corresponding to the Russian character. *Kh* represents the full guttural which the Germans make *ch* and the Spanish *j* in Slavic and Oriental names. *H* answers to the softer guttural as well as to the Hebrew *he*. *A* answers to the Semitic *kaph* and *koph*.

The use of *ei* for the sound of *a* in fate, *ea* in great *ai* in trait is not altogether satisfactory. It is not easy to see why *e* was not used to represent this sound and the short *e*, like the short *a*, *i*, *o*, and *u* indicated by doubling the following consonant as Yeddo, Meddina.

The general rule, then is to use the consonants with their English value, the vowels with their continental or, to speak more exactly their German and Italian value, for the French value of *u* should never be used and the short French *a* requires of us a doubled consonant after it. Their *ou* and our *oo* is quite unnecessary to express the sound of the last syllable of Timbuctu or Khartum.

C A CUTTER
C B TILLYGHAST
W C LANE
MICHAEL HEILPRIN

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C. A. CUTLER
C. B. TILLINGHAST
W. C. LANE
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Semitic transliteration*

Arabic	Hebrew	Syriac	Ethiopic	English
ا	א	ܐ	አ	
ب	ב	ܒ	በ	b
ج	ג	ܓ	ተ	t
د	ד	ܕ		ḏ (th in thin)
هـ	ה	ܗ	ገ (g)	ḡ in Arabic, elsewhere g
و	ו	ܘ	ሐ	h
ز	ז	ܙ	ኀ	ḥ
ح	ח	ܚ	ደ	d
ط	ט	ܛ		ḏ (th in this)
ق	ק	ܩ	ረ	r
ك	כ	ܟ	ዘ	x
ل	ל	ܠ	ሰ	s
م	מ	ܡ		s
ن	נ	ܢ	ሠ	s (sh)
ي	י	ܝ	ደ	s
ع	ע	ܥ	ደ	d
ف	פ	ܦ	ሙ	t
غ	ף	ܦ		z
ق	ץ	ܦ	ሰ	'
ج	כּ	ܦ		ç
ح	כּ	ܦ	ረ (t) ገ (p)	f (Hebrew and Syriac p or f)
خ	כּ	ܦ	ደ (p)	
د	ק	ܦ	ቀ	k or q
ذ	ק	ܦ	በ	k
ر	ר	ܦ	ለ	l
ز	ר	ܦ	ሙ	m
س	ש	ܦ	ነ	n
ص	ש	ܦ	ሀ	h
ض	ש	ܦ	ወ	w
ط	ש	ܦ	የ	y

* Table furnished to the Committee by Prof. C. H. Toy of Harvard University.
For the transliteration of Hebrew and Arabic, use the system indicated in the Jewish Encyclopedia, v. 3, 1902, p. 12-13.

Sanskrit. Standard system of transliteration *

Vowels			Consonants					
Initial	Non initial		surd	surd aspirate	sonant	sonant aspirate	nasal	
अ	*	a	क	ख	ग	घ	उ	gutturals 1
आ	ā	ā	k	kh	g	gh	ū	
इ	i	i	च	छ	ज	झ	उ	palatals 2
ई	ī	ī						
उ	u	u	ट	ठ	ड	ढ	ण	linguals 3
ऊ	ū	ū						
ऋ	r	r	त	थ	द	ध	न	dentals 4
ॠ	r̄	r̄						
ल	l	l	प	फ	ब	भ	म	labials 5
ए	e	e						
ऐ	ai	ai	य	र	ल	व		semi vowels
ओ	o	o						
औ	au	au	p	ph	b	bh	m	
* Unless some other non initial vowel is written short a is always implied			य	र	ल	व		
			y	r	l	v		
			श	ष	स	ह		three sibilants and aspiration
			ṣ	ṣ	s	h		

* Table furnished to the Committee by Prof C R Lanman of Harvard University

Professor Lanman remarks on his table

1 It will be observed that each of the five rows numbered 1 to 5 consists of five letters, the second and fourth in each are the aspirates, are often written especially in older works thus *k' g' c' j' t', d, t d', p', b'*, that is the rough breathing takes the place of the *h*

2 Write long vowels with a macron thus *ā ī ū ē* and not with a circumflex

3 Wherever you find the combination *ri* with a dot under the *r* reduce it to simple *r*, since it is a simple unitary sound

4 The palatals (row 2) are often written by means of the gutturals and an accent thus we find *k' k'h g' g'h* for *c ch j jh* and in some German books *c* (which has the sound of *ch* in *church*) is written *tsch* and *j* (= *j* in *judge*) in like manner *dsch*. Further *u* and *ch* are written in some English works as *ch* and *ckh* a useless waste of labor

5 When the third palatal is written by *g*, it is common among the Germans to write the first semi vowel by *j*. The last semi vowel is often written *w* (instead of *v*)

6 The transliteration of the first two sibilants is very fluctuating. My *ś* is written *s* by Monier Williams in his dictionary

The second sibilant is often written *sh* sometimes *ś*, by me as *s*, like the other linguals

7 Finally an *s* at the end of a Sanskrit word is converted into an aspiration called *visarga* and written thus *ḥ* and in transliteration is written in this manner, *h*. The nasality of a vowel is marked by *n* or *m* which appears in the Sanskrit as a dot above the body of the consonant

For a brief and lucid discussion of these matters and a defense of the system of Professor Whitney of Yale which is followed in his grammar and in Lanman's reader see the Proceedings of the American Oriental Society October, 1882 p xvi (reprinted in its Journal vol 11, p l lv)

Sanskrit. Standard system of transliteration *

Vowels			Consonants					
Initial	Non-initial		surd	surd aspirate	sonant	sonant aspirate	nasal	
अ	*	a	क	ख	ग	घ	ङ	gutturals 1
आ	ā	ā	k	kh	g	gh	ṅ	
इ	i	i						palatals 2
ई	ī	ī	च	छ	ज	झ	ञ	
उ	u	u	c	ch	j	jh	ṇ	
ऊ	ū	ū						
ऋ	r	r	ट	ठ	ड	ढ	ण	linguals 3
ॠ	ṛ	ṛ	ṭ	ṭh	ḍ	ḍh	ṇ	
लृ	l	l						dentals 4
ए	e	e	त	थ	द	ध	न	
ऐ	ai	ai	t	th	d	dh	n	
ओ	o	o						
औ	au	au	प	फ	ब	भ	म	labials 5
			p	ph	b	bh	m	
* Unless some other non-initial vowel is written, short a is always implied			य	र	ल	व		semi-vowels
			y	r	l	v		
			श	ष	स	ह		three sibilants and aspiration
			ś	ṣ	s	h		

* Table furnished to the Committee by Prof. C. R. Lanman of Harvard University

LIBRARY OF CONGRESS SUPPLEMENTARY RULES 10-11

Russian transliteration *

А а а	И и и	С с с	Ъ ъ <small>from Russ. 2. note, 10</small>
Б б б	Н н н	Т т т	Н н у
В в в	К к к	У у у	Б б ' <small>from Russ. 2. note, 10</small>
Г г г	Л л л	Ф ф ф	В в ъ
Д д д	М м м	Х х х	Э э э
Е е е	Н н н	Ц ц ц	Ю ю ю
Ж ж ж	О о о	Ч ч ч	Я я я
З з з	П п п	Ш ш ш	Ө ө ө
И и и	Р р р	Щ щ щ	У у у

Note. Russian transliterated forms of foreign names (more particularly those of Western European origin) are not to be retransliterated in accordance with this rule, but are to be given in the original form.

Hertzen, *not* Gertsen.

Rubinstein, *not* Rubinshteyn.

Modern Greek transliteration †

Α α = A a	ħ, κ = ħ k	Ρ ρ = Rh rh (see note)
Β, β = B b (see note)	Λ, λ = L l	Σ σ = S s
Γ γ = G g (γ before ε γ α, χ = g)	Μ μ = M m	Τ τ = T t
Δ, δ = D d	Ν ν = N n	Υ υ = Y y
Ε, ε = E e	Ξ, ξ = X x	Φ φ = Ph ph
Ζ, ζ = Z z	Ο ο = O o	Χ χ = Ch, ch (see note)
Η η = Ĥ, ê (see note)	Π π = P p (see note)	Ψ ψ = Ps ps
Θ θ = Th, th	Ρ ρ = r	Ω ω = Ō o
Ι ι = I i		

Αι, αι = Ai, ai

Αν αν = Ay ay

Ευ ευ = Eu eu

Αν αν = Au, au

Ει ει = Eu eu

Ου ου = Ou ou

Spiritus asper () = h ε ε Τραπιά = Hetaira.

Note. Certain exceptions are reserved. Names of Greek writers who have published books in any of the western European languages and are better known under a form of name transliterated differently may be given in that form. The exceptions involve chiefly the transliteration of the following letters:

1 Β β transliterated by V v

4 Η η transliterated by I i

2 Ρ ρ transliterated by R, r only

5 ω (af er μ) transliterated by b.

3 Χ χ transliterated by H h.

* ε Βλάχης = Vlachos Ρανγάβης = Rangabé Χαράλαμπος = Haralambis.

* Rule 10, printed Jan. 26, 1903.

† Rule 11 printed Jan. 26 1903

REPORT OF A L. A. COMMITTEE ON transliteration OF SLAVIC LANGUAGES

Presented at the Montreal meeting of the American Library Association, June 11, 1900.

The committee appointed by the American Library Association to propose a scheme for the transliteration of the Slavic alphabets, after having examined the systems in use in the principal libraries and scientific periodicals, offers the following as the result of its labors. It seems at present impossible to offer a strictly scientific scheme, recognition must be made of custom prevalent in the large libraries of this country and Europe. The committee has taken for a base the Latin alphabet of the Croatsians with some variations, and the substitution of *i* for *j*. Alternatives are suggested for use in any libraries which deem it inadvisable to employ special accented characters.

S. A. CHEVALIER, *Chairman*
ARCHIBALD CARL COOLIDGE
A. V. BABINE } *Committee*

Slavic transliteration

A = A
B = B
V = V
Г = G*
Д = D
E = E
Ж = Zh, Zh
З = Z
И = I
Й = I
К = K
Л = L
М = M
Н = N
О = O
П = P
Р = R
С = S

Т = T
У = U
Ф = F
Х = H†, Kh
Ц = C†, Ts
Ч = Ch†, Tch
Ш = Sh†, Sh
Щ = Sh†, Shch
Ъ = disregard
Ы = Y
Ь = 'or' or disregard
Э = E, E
Ю = Ju, U
Я = Ia
Ѣ = F, Th
Ѥ = Y

Serbo-Croatian

J = J, I
Љ = Dj, Dsh
Њ = Č
Ѣ = Dj, Di
Ї = Ij, Li
Ѧ = Nj, Ni

Old Bulgarian
after Leskien,
*Handbuch 2 auf-
lage, 1880* allowing
variants according
to the preceding
scheme, and sub-
stituting *i* for Ger-
man *j*.

* In foreign names, instead of G for Г follow the original spelling.

† The characters Љ, Њ, Ц, Ч, and Щ represent the Serbo-Croatian method of transliterating Ж, Ї, Љ, Њ, and Ш. For English-speaking people we should undoubtedly prefer Zh, Kh, Ts, Tch and Sh.

APPENDIX 3

SAMPLE CARDS

A few typical examples are given here to show possible variations in style and arrangement of matter, both of printed and of type-written (or manuscript) cards. In the examples indicated by an asterisk the printed part of the card is in the form used by the Library of Congress, and is the form which the American Committee practically recommends, in order to secure as great a degree of uniformity as possible. Examples illustrating any given rule have been inserted in the body of the work, immediately after the rule concerned

MAIN ENTRY CARDS

Note variations in typography of heading and collation, also position of collation series note shelf mark and first word of title. The second sample illustrates the bracketing of forenames when the form of name as given on the title page of the book is not quoted on the card.

* Maynadier, Gustavus Howard, 1866- 12482.11.5

The wife of Bath's tale, its sources and analogues, by
G H Maynadier London, D Nutt, 1901

xii, 222 p diagr 20^{cm} (*Half-title* Grimm library no. 13)

12482 11 5 Maynadier, Gustavus, Howard, The wife of Bath's tale,
its sources and analogues London, D Nutt, 1901 xii, 222 p
diagr 20^{cm} (GRIMM library, 13)

Ju83 Johnston, Alexander.

364

American political history, 1763-
1876... Ed. and supplemented by
J. A. Woodburn... Pt. 1. N.Y.,
Putnam, 1905. 22^{cm}.

Thomson, William
 S. A. Thomson, George, 1824-1825
 Thomson, William, 1824-1825
 Mrs. W. Thomson, 1824-1825.

Thomson, William, 1st Baron Kelvin.
 Thomson, William Thomson, 1st Baron, 1824-
 1892.

Thomson, William, 1st Baron Kelvin.
 Thomson, Wm.

TITLE REFERENCE CARDS

The call numbers refer to different editions

Chronicles of Barsetshire.
 Trollope, Anthony

For contents see author card

12566 13 2 Cyrano de Bergerac [English trans-
 12566 14 lation]
 See Rostand, Edmond

12566.13 2 Cyrano de Bergerac [English trans-
 12566.14 lation] By Edmond Rostand

For further particulars see author card

TWO EDITIONS ON ONE CARD

823 [Burton, Robert] The anatomy of melancholy By
 B95 4 Democritus Junior *[pseud]* 4th ed, cor and augm by the
 author Oxford, printed for Henry Cripps, 1632
 5 p l 78 [6] 722 [10] p 29^m
 Engr t p

823 ——— The same 5th ed, cor and augm by the author
 B95 5 Oxford, printed for Henry Cripps, 1638
 5 p l 78 [2] 723 [10] p 29^m
 Engr t p

823 [Burton, Robert] The anatomy of melancholy By
 B95 4 Democritus Junior *[pseud]* 4th ed, cor and augm by the
 author Oxford, printed for Henry Cripps, 1632
 5 p l 78 [6] 722 [10] p 29^m
 Engr t p

823 ——— ——— 5th ed cor and augm by the author
 B95 5 Oxford printed for Henry Cripps, 1638
 5 p l 78 [1] 723 [10] p 29^m
 Engr t p

REFERENCE CARDS

Note variations in position of heading and the word *see*

Crayon, Geoffrey, pseud.
see
 Irving, Washington, 1783-1859.

Crayon, Geoffrey, pseud. *see*
 Irving, Washington.

Evans, Marian.

See Eliot, George, pseud. of
Marian Evans, afterwards
Mrs. Cross, 1819-1880.

Thomson, William, 1st baron Kelvin.

See Kelvin, William Thomson, 1st baron, 1824-
1908.

Thomson, William, 1st baron Kelvin.

See Kelvin.

TITLE REFERENCE CARDS

The call numbers refer to different editions

Chronicles of Barsetshire.
Trollope, Anthony.

For contents see author card.

12566.13.2 Cyrano de Bergerac. [English trans-
12566.14 lation]

See Postana, Ramona.

12566.13.2 Cyrano de Bergerac. [English trans-
12566.14 lation] By Ramona Postana.

For further particulars see author card.

ADDED ENTRY CARDS

The second and fourth examples show the method of using printed cards.
See also Library of Congress Handbook of card distribution

Shoberl, Frederic, 1775-1853, tr.

843 Hugo, Victor Marie, comte, 1802-1885.
H86h The hunchback of Notre-Dame. 1833.
For fuller entry see under author's name.

* Shoberl, Frederic, 1775-1853, tr.

Hugo, Victor Marie, comte, 1802-1885 843 H86h
The hunchback of Notre-Dame By Victor Hugo Tr
expressly for this ed, with a sketch of the life and writings of
the author by Frederic Shoberl London, R Bentley, (etc,
etc, 1833

3 p l (v-xiv, 466 p front 16½" (Added t p Standard novels, no 32)
Added t-p. engr

808 Kittredge, George Lyman, joint author.
G16 Manual of composition and rhetoric,
by J. H. Gardiner...G. L. Kittredge...
and Sarah L. Arnold... [1907]

* Thunder and lightning

QC966 Flammarion, Camille : & Nicolas Camille, 1842-
F58 Thunder and lightning, by Camille Flammarion Tr by
Walter Mostyn Boston, Little, Brown, and company, 1906
3 p l, 281 p 11 front 19½"
1 Mostyn Walter, tr

AUTHOR ANALYTICAL CARDS

The first three examples illustrate the usual forms of analytical entries, while the last three show how printed main entry cards may be used for analyticals.

- AS36 Wallace, Charles William.
N2(5) The newly-discovered Shakespeare documents, by Charles William Wallace.
(In Nebraska. University University studies. Lincoln, 1905 23cm vol. v, no 4, p 347-356)

- AS36 Wallace, Charles William The newly discovered Shakespeare
N2 documents. (In NEBRASKA—Un University studies, 1905,
(vol.5) 5 347-356)

- AS36 Wallace, Charles William.
N2 ... The newly-discovered Shakespeare
v.5 documents. (In Nebraska. University.
University studies. 1905. v. 5, p. 347-356)

- Wister, Owen, 1860-
813 Stories of the colleges, being tales of life at the great American
St55 universities told by noted graduates. Philadelphia & London, J B Lippincott company, 1901

353 p. 191^{cm}

CONTENTS.—Harvard: Philosophy 4 by O Wister — Yale: A bachelor of arts, by R. Holbrook. — Prince on "Kah rah, rah, Murray by B. E. Stevenson — Pennsylvania: Smith of "Pennsylvania," by F C Williams. — Columbia: A lightning change, by A. P. Terhune — West Point: The code of the corps, by General C. King — Annapolis: A harding Interregnum by C. T. Brady — Cornell: The personal equation, by J G Sanderson — Chicago: The head marshal of the University of Chicago, by J W. Linn.

ADDED ENTRY CARDS

The second and fourth examples show the method of using printed cards.
See also Library of Congress Handbook of card distribution

- Shoberl, Frederic, 1775-1853, tr.
 843 Hugo, Victor Marie, comte, 1802-1885.
 H86h The hunchback of Notre-Dame. 1833.
 For fuller entry see under author's name.

- * Shoberl, Frederic, 1775-1853, tr.
 Hugo, Victor Marie, comte, 1802-1885 843.H86h
 The hunchback of Notre-Dame By Victor Hugo Tr
 expressly for this ed, with a sketch of the life and writings of
 the author by Frederic Shoberl London, R Bentley, etc,
 etc, 1833
 3 p. l, iv-xiv, 466 p front 16j^{cm} (Added t p Standard novels no 32)
 Added t p, engr

- 808 Kittredge, George Lyman, joint author.
 G16 Manual of composition and rhetoric,
 by J. H. Gardiner...G. L. Kittredge...
 and Sarah L. Arnold... [c1907]

- * Thunder and lightning
 QC966 Flammarion, Camille : c Nicolas Camille, 1842-
 F58 Thunder and lightning, by Camille Flammarion Tr by
 Walter Mostyn Boston, Little, Brown, and company, 1906
 3 p L, 282 p., 1 l front. 19j^{cm}
 1 Mostyn, Walter, tr

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*

Woods, Robert Archey, 1865-
The university settlement idea.

Philanthropy and social progress, seven essays delivered before the School of applied ethics at Plymouth, Mass., during the session of 1892 With introduction by Professor Henry C Adams : New York, Boston, T Y Crowell & company (1893)

xl, 268 p 19j^{cm}

CONTENTS — The subjective necessity for social settlements By Miss Jane Addams — The objective value of a social settlement By Miss Jane Addams — The university settlement idea By R A Woods — Philanthropy, its success and failure By Father J O S Huntington — Philanthropy and morality By Father J O S Huntington — The ethics of social progress By Prof F H Giddings — The principles and chief dangers of the administration of charity By B Bosanquet

I Addams Jane, 1860- II Woods, Robert Archey 1865- III Huntington, James Otis Sargent. IV Giddings, Franklin Henry 1855- V Bosanquet Bernard 1848-

*

Funes, Gregorio, 1749-1830.

U. S. President, 1817-1825 (Monroe) Message from
the President 1818 (Card 2)

The reports of T Bland the third member of the commission together with other documents concerning South American affairs, are issued as House doc 43 15th Cong., 2d sess

Historical sketch of the revolution of the United Provinces of South America from the 25th of May 1810 until the opening of the National congress on the 25th of March 1816 written by Mr Gregorio Funes p 46-66.

(15th Cong., 2d sess. House doc. 2,
no. 17 of Congressional series)

I Rodney Caesar Augustus 1772-1824 II Graham John 1774-1820.
III Funes Gregorio 1749-1830

The above example shows the method of using the second card only for an analytical when the main entry fills more than one card.

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